

Message

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**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 12/14/2021 2:57:31 PM  
**To:** Almazan, Christina [almazan.christina@epa.gov]  
**CC:** Middleton, Thora [Middleton.Thora@epa.gov]  
**Subject:** Safety Plan for Posting  
**Attachments:** EPA\_COVID Safety Plan\_Dec152021 FINAL.docx

Hi Christina, Good Morning!

Attached is the safety plan we've been chatting about. It's in a good shape and ready for posting with the caveat that one section maybe be slightly changed with an edit to a few sentences.

The plan will replace the existing plan on the covid site.

Let me know if you have questions or want to chat.

Thank you

Shakeba Carter-Jenkins  
OMS Communications Director &  
Senior Special Assistant  
Office of Mission Support, U.S. Environmental Protection Agency  
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330  
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou



Message

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**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 12/14/2021 5:51:23 PM  
**To:** Almazan, Christina [almazan.christina@epa.gov]  
**CC:** Middleton, Thora [Middleton.Thora@epa.gov]  
**Subject:** Workplace Safety Plan -- final  
**Attachments:** EPA\_COVID Safety Plan\_Dec152021 FINAL.docx

Hi Christina,

The plan has been since updated. Updated

**Ex. 5 Deliberative Process (DP)**

Thanks,



Message

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**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 11/3/2021 9:12:39 PM  
**To:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Daniels, Alva [daniels.alva@epa.gov]  
**CC:** Almazan, Christina [almazan.christina@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]  
**Subject:** Action Needed: EPA Medical Certification for Covid-19 Vaccine Exception Request.docx  
**Attachments:** EPA Medical Certification for Covid-19 Vaccine Exception Request.docx

**Importance:** High

Hi,

This form was created by OGC, OCR, and our RA team and is designed to collect vaccine exception request information and route through the appropriate approval process. The form will live on the COVID-19 site for employees to use. We aren't sure if the form needs an EPA document number. Can you all advise?

Thanks,



Message

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**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 10/18/2021 1:04:15 PM  
**To:** Almazan, Christina [almazan.christina@epa.gov]; Middleton, Thora [Middleton.Thora@epa.gov]  
**Subject:** Updated COVID Q&As  
**Attachments:** Updated COVID FAQs v3.docx

Good Morning,

Attached are the latest FAQs for posting and ones for deletion. There should be two sections: leave and vaccination.

<https://work.epa.gov/covid-19/leave-considerations>

Happy to discuss or answer any questions.

Thanks,  
Shakeba





## Report Vaccination Information on ServiceNow

This Quick Reference Guide will walk you through the steps for reporting your vaccination information through the Report Vaccination form on ServiceNow.

**Note:** This form is for use by EPA Federal employees only.

1. Before you start, connect to the VPN.
2. Go to the [Report Vaccination Form](#) in Service Now.
3. Select Single Sign-On to sign into ServiceNow.

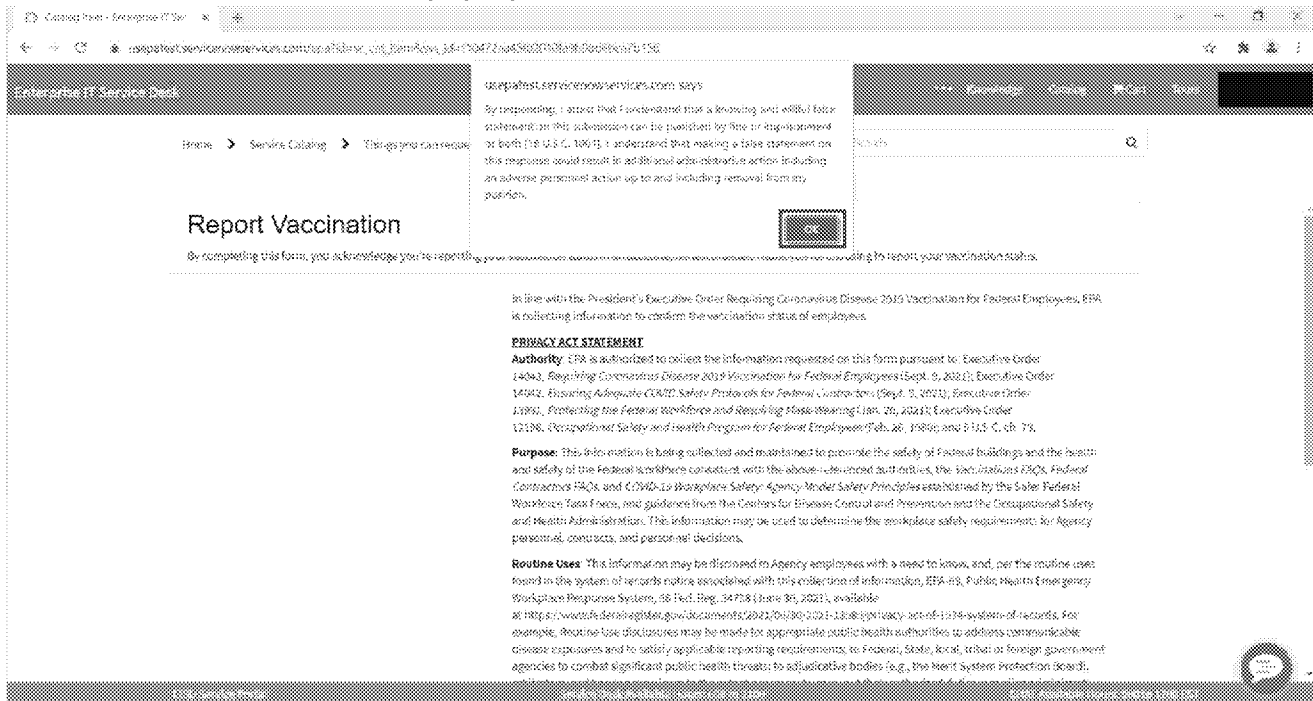
WARNING: This system contains U.S. Government Data. Unauthorized use of this system is prohibited.

This computer system, including all related equipment, network, and software hardware (specifically including internet access) are provided only for authorized U.S. Government use. U.S. Government computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized for management of the system, to facilitate problem report investigation, and to verify security, performance, and operational security. Monitoring includes action taken by authorized U.S. Government entities to verify the security of this system. During monitoring, collection may be expanded, reduced, ceased and used for authorized purposes. All information, including personal information, placed in text into this system may be reviewed.

Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal,



#### 4. Review the information in the pop-up box and click OK to continue.



Interactive IT Service Desk

Report Vaccination

By completing this form, you acknowledge you're reporting your vaccination status.

In line with the President's Executive Order Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, EPA is collecting information to confirm the vaccination status of employees.

**PRIVACY ACT STATEMENT**

**Authority:** EPA is authorized to collect the information requested on this form pursuant to: Executive Order 14043, *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* (Sept. 9, 2021); Executive Order 14042, *Ensuring Adequate COVID Safety Protocols for Federal Contractors* (Sept. 9, 2021); Executive Order 13961, *Protecting the Federal Workforce and Resolving Mask-Wearing* (Jan. 20, 2021); Executive Order 12196, *Occupational Safety and Health Program for Federal Employees* (Feb. 28, 1980); and 5 U.S.C. ch. 79.

**Purpose:** This information is being collected and maintained to promote the safety of Federal buildings and the health and safety of the Federal workforce consistent with the above-cited executive orders, the *Facilities Risk, Federal Contractors Risk, and COVID-19 Workplace Safety Agency Model Safety Principles* established by the Senior Federal Workplace Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. This information may be used to determine the workplace safety requirements for Agency personnel, contractors, and personal decisions.

**Routine Uses:** This information may be disclosed in Agency employees with a need to know, and, per the routine uses found in the system of records notice associated with this collection of information (EPA-03, Public Health Emergency Workplace Response System, 58 Fed. Reg. 34738 (June 30, 2021)), available at <http://www.dhs.gov/privacy/records/2021/06/30/2021-1388-privacy-act-of-1974-system-of-records>. For example, Routine Use disclosures may be made for appropriate public health authorities to address communicable disease exposures and to satisfy applicable reporting requirements to Federal, State, local, tribal or foreign government agencies to combat significant public health threats to adjudicative bodies (e.g., the Health System Protection Board).

#### 5. After reviewing the Privacy Act Statement, scroll down to access the Report Vaccination form.

#### 6. The first question is **Have you received a COVID-19 vaccine dose?** Click the arrow on the right-hand side of the answer box to access the drop-down menu.



Have you received a COVID-19 vaccine dose?

Yes

No

No – I have or will be requesting a disability accommodation

No – I have or will be requesting a religious accommodation





7. If you have **not** received a COVID-19 vaccine dose, skip to step 25. If you have received one or more vaccine doses, select Yes.

Previous doses

None

Have you received a COVID-19 vaccine dose?

No

Yes

No - I have or will be requesting a disability accommodation

No - I have or will be requesting a religious accommodation

Add attachments

8. More answer boxes will appear underneath your answer.

Previous doses

None

Have you received a COVID-19 vaccine dose?

Yes

\* Name of the health care professional or clinic site administering the vaccine

None

\* Vaccine

None

\* How many doses do you wish to report?

1

\* Date administered

Submit

9. For **Name of the health care professional or clinic site administering the vaccine**, click the arrow on the right-hand side of the answer box to access the drop-down menu.

Previous doses

None

Have you received a COVID-19 vaccine dose?

Yes

\* Name of the health care professional or clinic site administering the vaccine

None

\* Vaccine

None





10. The drop-down menu has four options. Select the answer that matches the information on your vaccination record. If you do not see an option for the location, select Other. If you received vaccination doses at **different** locations, select Other.

\* Name of the health care professional or clinic site administering the vaccine

Mass/Community Vaccination Site

-- None --

Doctor Office (Urgent care, primary care, etc.)

Local Pharmacy (CVS, WalMart, Etc.)

Mass/Community Vaccination Site

Other

\* Second date administered

11. If you did not select Other, skip to step 12. If you selected Other, a new question will appear under **Other health care professional**. Type the location of your vaccine dose(s) into the answer box.

Previous doses

None

Have you received a COVID-19 vaccine dose?

Yes

\* Name of the health care professional or clinic site administering the vaccine

Other

\* Other health care professional

12. For **Vaccine**, click the arrow on the right-hand side of the answer box to access the drop-down menu and select the vaccine that you received.

Have you received a COVID-19 vaccine dose?

Yes

\* Name of the health care professional or clinic site administering the vaccine

Community temporary vaccination site

\* Vaccine

-- None --

Johnson & Johnson

Moderna

Pfizer





13. For **How many doses do you wish to report?**, click the arrow on the right-hand side of the answer box to access the drop-down menu.

\* Name of the health care professional or clinic site administering the vaccine  
Community temporary vaccination site

\* Vaccine  
Pfizer

\* How many doses do you wish to report?  
1

\* Date administered

14. Select the number of doses that you received.

**Important:** Only submit the information for your first (only) dose of Johnson & Johnson or first two doses of Moderna or Pfizer. Do not submit information for a booster shot.

Have you received a COVID-19 vaccine dose?  
Yes

\* Name of the health care professional or clinic site administering the vaccine  
Community temporary vaccination site

\* Vaccine  
Pfizer

\* How many doses do you wish to report?  
1

Submit

15. For your first (or only) dose, click the calendar icon to the right-side of **Date administered**.

\* Name of the health care professional or clinic site administering the vaccine  
Community temporary vaccination site

\* Vaccine  
Pfizer

\* How many doses do you wish to report?  
1

\* Date administered

Submit



16. On the calendar pop-up box, use the left-hand arrow to navigate to the month you received your first or only dose. Select the date you received your dose on the calendar.

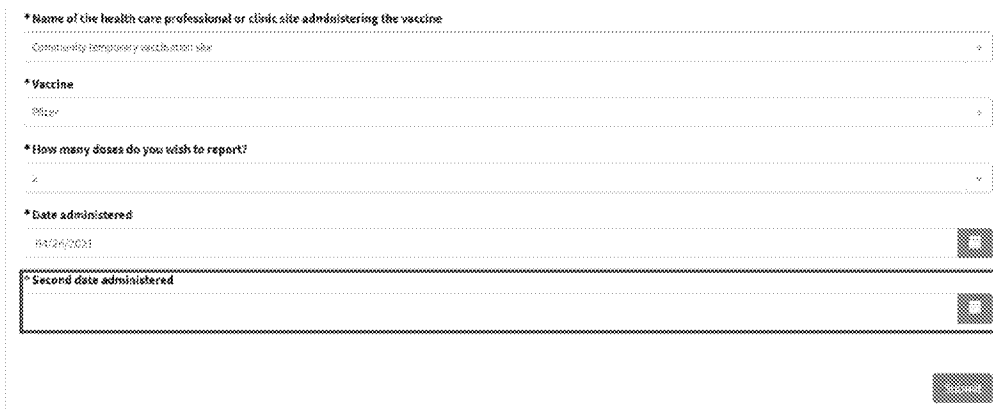


The screenshot shows a form with the following fields:

- \* Name of the health care professional or clinic site administering the vaccine: Community temporary vaccination site
- \* Vaccine: Pfizer
- \* How many doses do you wish to report?: 1
- \* Date administered: 04/29/2021

A calendar pop-up is displayed for April 2021, with the date 29 selected. An "Add attach" button is visible next to the date field.

17. If you received a second dose, repeat steps 18 and 19 for the **Second date administered** box.



The screenshot shows the same form as above, but with an additional field:

- \* Second date administered: (empty field)

The "Submit" button is visible at the bottom right of the form.

18. Underneath the submit button is an Add attachments button. Click it to open a pop-up box to select your photo.



\* How many doses do you wish to report?

2

\* Date administered

03/17/2021

\* Second date administered

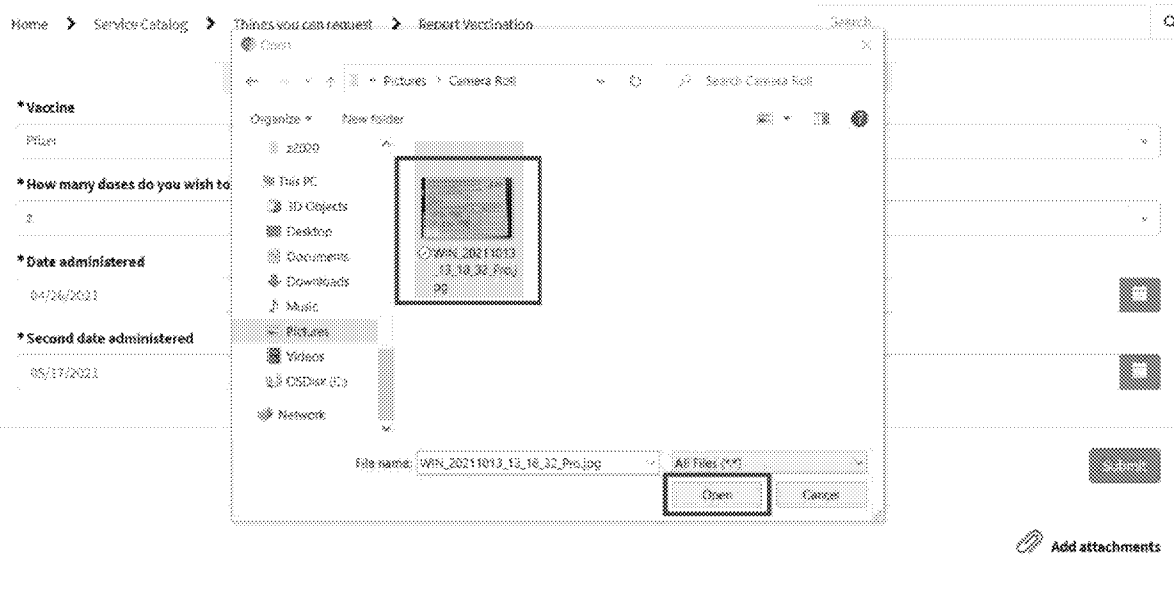
04/07/2021

⚠ Please use the paperclip below to attach vaccine record

Submit

📎 Add attachments

19. Use the left-hand menu of the pop-up box to navigate to the save location of your vaccination record. Once you have, click the photo and then select Open.



📎 Add attachments





20. Confirm that your image attached by checking that the image file name and image size appears between the Submit and Add attachments buttons.

\* How many doses do you wish to report?

2

\* Date administered

06/21/2021

\* Second date administered

07/12/2021

Submit

WIN\_20211013\_13\_18\_32\_Pro.jpg (2.3 MB)  
just now

Add attachments

21. Click the Submit button.

\* How many doses do you wish to report?

1

\* Date administered

06/21/2021

\* Second date administered

07/12/2021

Submit

WIN\_20211013\_13\_18\_32\_Pro.jpg (2.3 MB)  
just now

Add attachments

22. You will receive a pop-up that confirms your submittal has been recorded. Click OK.

usepatent.servicenowservices.com says

Your submittal has been recorded.







23. ServiceNow will display a screen confirming that your vaccination submission successfully updated. You may exit ServiceNow once you receive that screen.

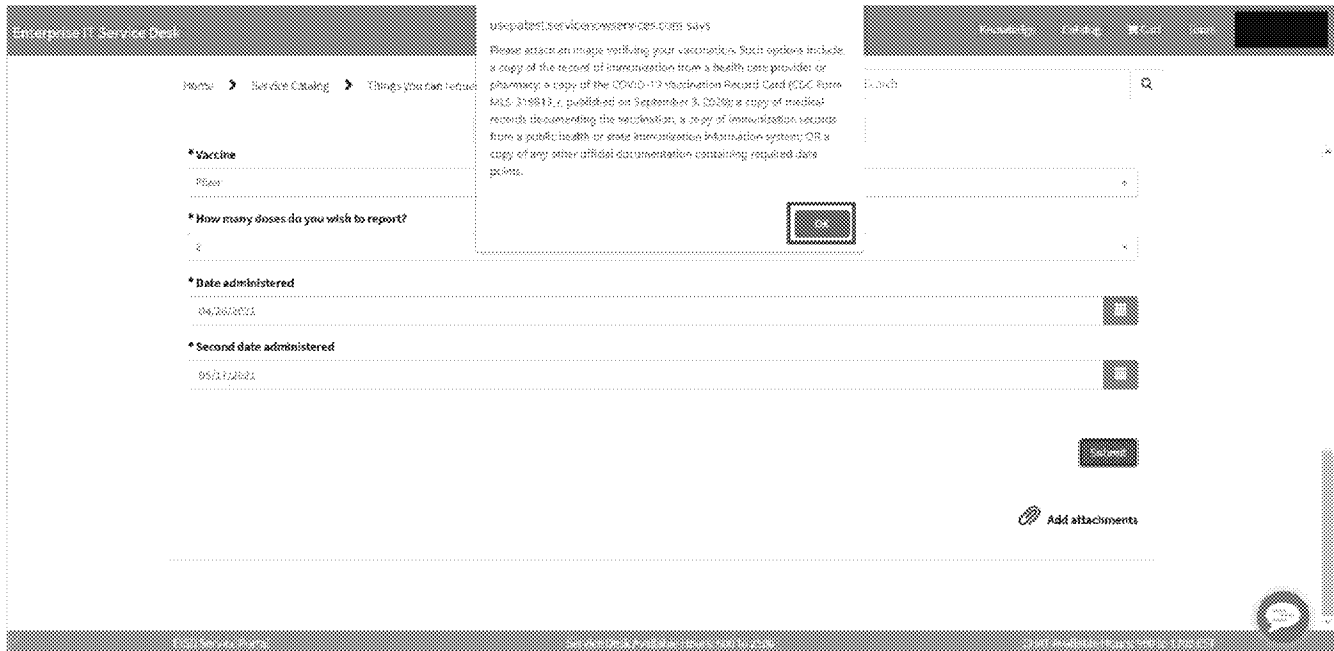


**Thank you!**

**Your vaccination submission has been successfully updated.**



24. If you click the Submit button before you add the image of your vaccination documentation, you will receive a pop-up box directing you to attach the image. Click OK and then return to step 21 to upload your image.



Enterprise IT Service Desk

us.epa.gov/servicescenter/enr-com/says

Please attach an image verifying your vaccination. Your options include a copy of the record of immunization from a health care provider or pharmacy; a copy of the COVID-19 Vaccination Record Card (CDC Form #1015-2148-13 v. published on September 8, 2020); a copy of medical records documenting the vaccination; a copy of immunization records from a public health or state immunization information system; OR a copy of any other official documentation containing required data points.

Submit

OK

Enterprise IT Service Desk

Home > Service Catalog > Things you can report

\* Vaccine

Please

\* How many doses do you wish to report?

2

\* Date administered

04/26/2021

\* Second date administered

05/17/2021

Submit

Add attachments

100%





## If you have not had one or more doses of a vaccine

25. If you have **not** received a COVID-19 vaccine dose, for **Have you received a COVID-19 vaccine dose?**, select one of the following responses:

- a. No
- b. No – I have or will be requesting a disability accommodation
- c. No – I have or will be requesting a religious accommodation

By completing this form, you acknowledge you're reporting your vaccination status in an accurate, honest manner. Thank you for choosing to report your vaccination status.

safety measures and personnel decisions, including with respect to mask wearing, physical distancing, testing, travel, quarantine, hiring, and discipline.

Previous doses

Have you received a COVID-19 vaccine dose?

No

No

No

No - I have or will be requesting a disability accommodation

No - I have or will be requesting a religious accommodation

ADD ATTACHMENTS

26. If you select No, click the Submit button.

Have you received a COVID-19 vaccine dose?

No

Submit

27. If you select either "No – I have or will be requesting a disability accommodation" OR "No – I have or will be requesting a religious accommodation," review the statement that appears beneath your answer. Then select Submit.

Have you received a COVID-19 vaccine dose?

No - I have or will be requesting a disability accommodation

This is not the authoritative system for requesting an accommodation and does not constitute a disability accommodation request. Please follow the agency's guidance on requesting a disability accommodation to complete that process.

Submit





28. You will receive a pop-up that confirms your submittal has been recorded. Click OK.

usepatetest.servicenowservices.com says

Your submittal has been recorded.



29. ServiceNow will display a screen confirming that your vaccination submission successfully updated. You may exit ServiceNow once you receive that screen.

**Thank you!**

**Your vaccination submission has been successfully updated.**

## Support

If you need further assistance, please contact the Enterprise IT Service Desk (EISD) at 866-411-4372, then select option 3; or email your request to [eisd@epa.gov](mailto:eisd@epa.gov).

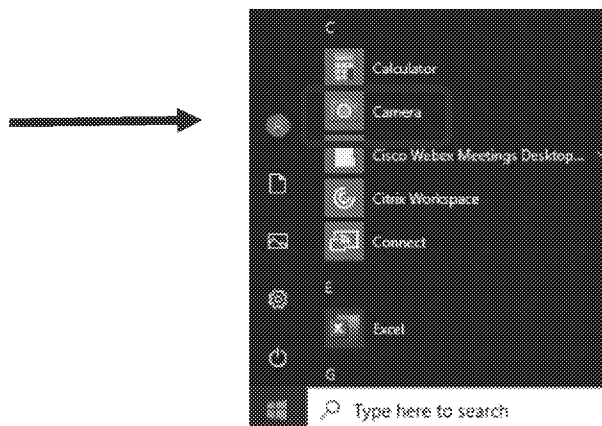


## How to Take a Picture of Your COVID-19 Vaccination Record Using Your EPA Laptop

For privacy and security reasons, we strongly encourage employees to use either an EPA-issued mobile device or laptop to take a picture of your COVID-19 vaccination record, in order to upload it into the [Report Vaccination Form](#).

1. Before you begin, gather the vaccination record that you will be uploading into the Report Vaccination Form. Valid vaccination records include **one** of the following:
  - a. A copy of the record of immunization from a health care provider or pharmacy
  - b. A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813\_r, published on September 3, 2020)
  - c. A copy of medical records documenting the vaccination
  - d. A copy of immunization records from a public health or state immunization information system
  - e. A copy of any other official documentation containing required data points

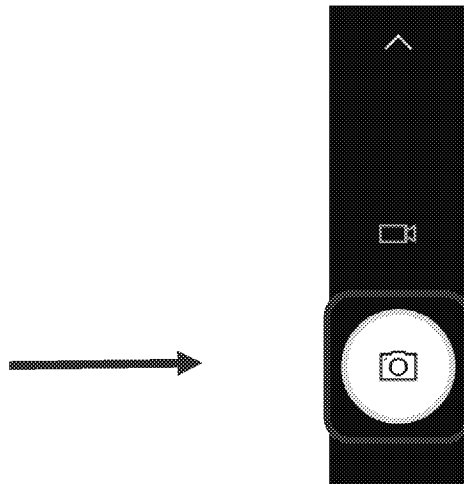
Information required: location you received your vaccine dose(s) and/or medical professional from which you received your vaccine dose(s), type of vaccine dose(s), number of vaccine doses, and date(s) of vaccine dose(s).
2. If your vaccination report includes your Social Security Number, you must redact the information using a **temporary** method (e.g., covering with a sticky note, taping a piece of paper on top, or covering it with your finger). **Do not alter the physical vaccine record with a permanent redaction** (e.g., using a black marker or pen to mark your document).
3. From your Windows Start menu, select Camera.



**Figure 1: Camera Application**

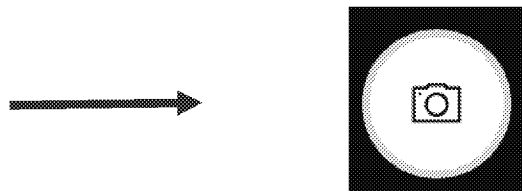


4. Confirm that your camera is working and you are able to see yourself on the screen. If not, remove anything that may be covering the camera (e.g., tape, a slider or sticky note).
5. Confirm your camera option is set to Take Photo, not Video.



*Figure 2: Take photo*

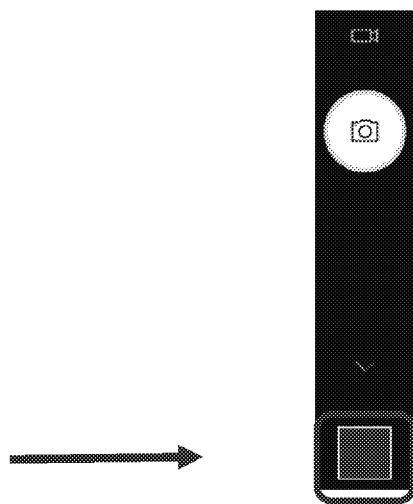
6. Hold your COVID-19 vaccination record in front of the camera. Ensure the entire record is within the camera view and your fingers are not covering any required information. **Note:** The image may appear backwards on your screen, but it will reverse once you take the photo.
7. Click the Take Photo button.



*Figure 3: Take photo button*



8. In the lower right-hand corner of the Camera app, select Camera roll to view the photo taken. Double check that your photo is clear and the information is visible and readable.



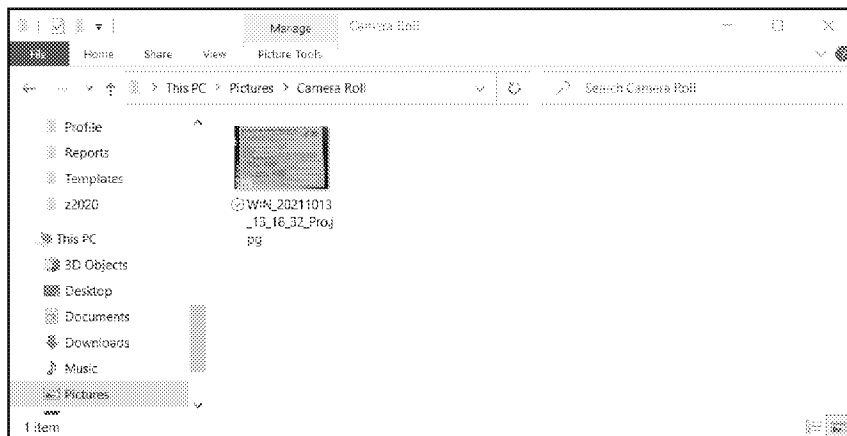
**Figure 4: View photo**

9. Select the 3 dots ( . . . ) in the upper-right corner of the Camera app, then Open Folder.



**Figure 5: Select ellipsis**

10. Note the location where your picture is saved. You will need to know the location of your photo to upload it to the Report Vaccination Form.



**Figure 6: Photo location**





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11. Complete the Report Vaccination Form.

12. After you have uploaded the photo of your vaccination record in the Report Vaccination Form and submitted the form, delete the photo from your computer.

### Support

If you need further assistance, please contact the Enterprise IT Service Desk (EISD) at 866-411-4372, then select option 3; or email your request to [eisd@epa.gov](mailto:eisd@epa.gov). If you don't have a camera on your laptop, please contact EISD.




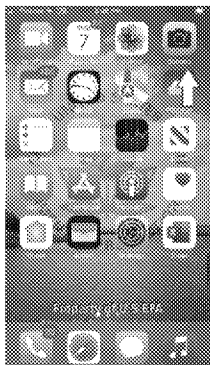
## How to Take a Picture of Your COVID-19 Vaccination Record Using Your EPA-Issued Mobile Device

For privacy and security reasons, we strongly encourage employees to use either an EPA-issued mobile device or laptop to take a picture of your COVID-19 vaccination record, in order to upload it into the Report Vaccination Form.

1. Before you begin, gather the vaccination record that you will be uploading into the Report Vaccination Form. Valid vaccination records include **one** of the following:
  - a. A copy of the record of immunization from a health care provider or pharmacy
  - b. A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813\_r, published on September 3, 2020)
  - c. A copy of medical records documenting the vaccination
  - d. A copy of immunization records from a public health or state immunization information system
  - e. A copy of any other official documentation containing required data points

Information required: location you received your vaccine dose(s) and/or medical professional from which you received your vaccine dose(s), type of vaccine dose(s), number of vaccine doses, and date(s) of vaccine dose(s).

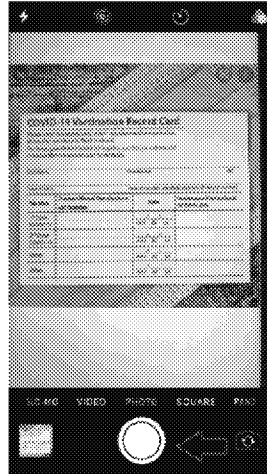
2. If your vaccination report includes your Social Security Number, you must redact the information using a **temporary** method (e.g., covering with a sticky note, taping a piece of paper on top, or covering it with your finger). **Do not alter the physical vaccine record with a permanent redaction** (e.g., using a black marker or pen to mark your document).
3. On your home screen, tap on the Camera icon ().




**Figure 1: Camera app**

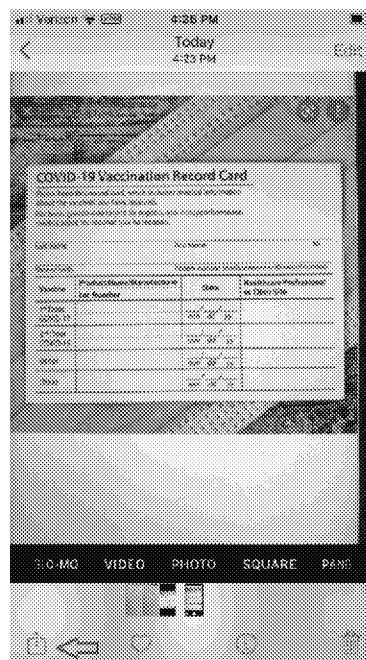


4. Place your COVID-19 vaccination record in front of the phone camera and take a picture of the record. Ensure the entire record is within the camera view and that all required information (see Step 1) is included in the image.



**Figure 2: Take photo**

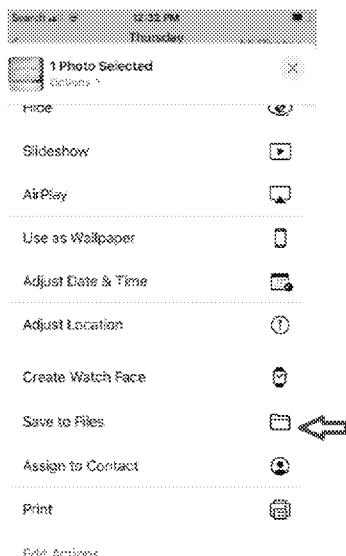
5. After taking the photo, tap the camera roll in the lower left-hand corner. Then select the photo by tapping on it and tap the share icon (  ) at the bottom left. Double check that your photo is clear and the information is visible and readable.



**Figure 3: Share photo**

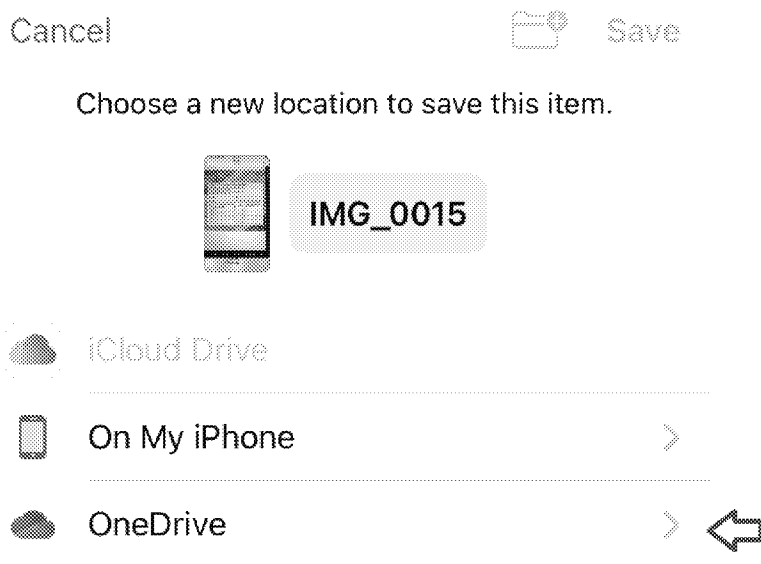


6. Scroll down and tap on Save to Files (📁).



**Figure 4: Save to Files**

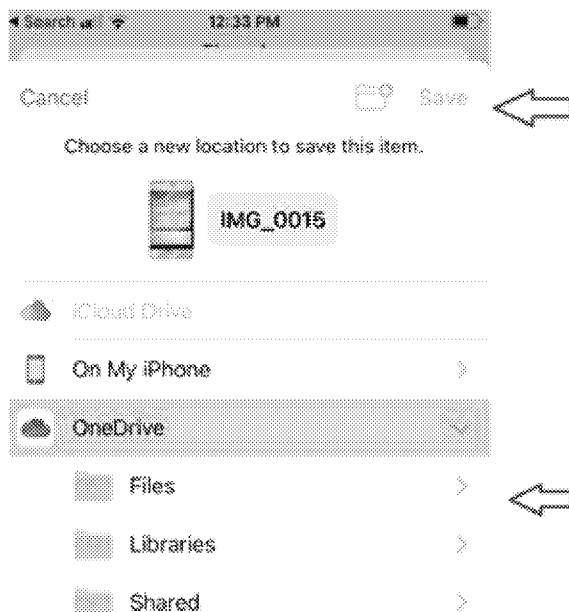
7. Select the OneDrive option from the list by tapping on it. (**Note:** If you don't see the OneDrive option as shown in the picture below, skip to step 9).



**Figure 5: Select OneDrive**



8. Select the Files folder in OneDrive and tap Save.



**Figure 6: Select Files**

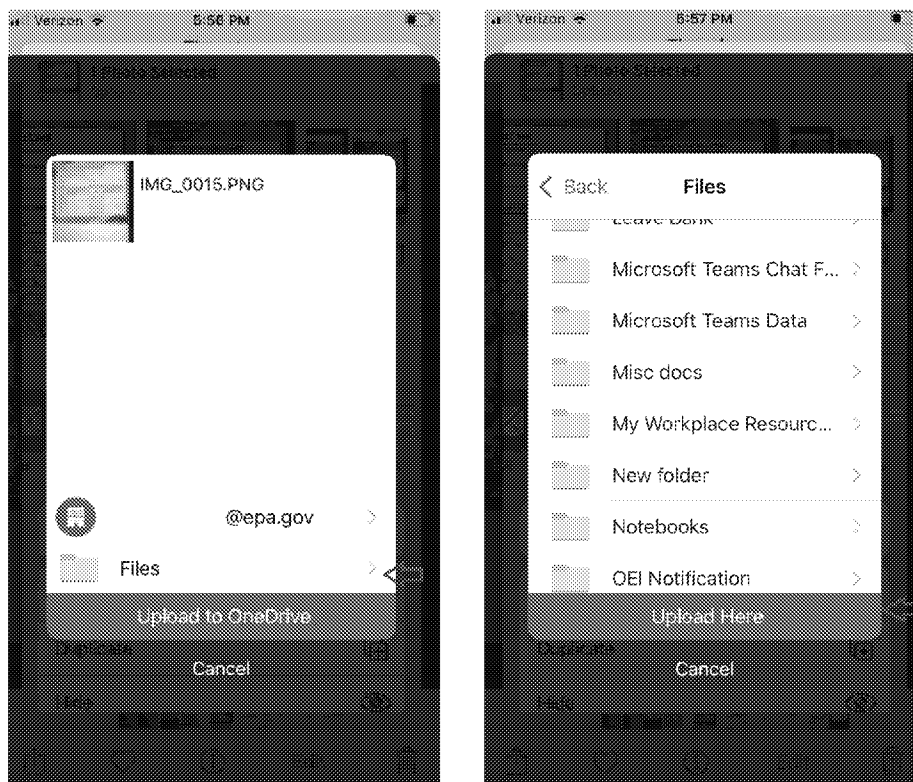
9. If you don't see the OneDrive option listed in step 7, press "Cancel" to go back to the photo, tap the share icon (📎), scroll across the icons to get to the OneDrive icon (📁) and tap it.



**Figure 7: Select OneDrive icon**



10. Tap the files folder, select the folder you want to save the photo in and tap Upload Here.



**Figure 8: Upload to OneDrive**

11. Your photo will be saved to OneDrive. When filling out your Report Vaccination Form, you will be asked to upload the photo. As part of that process, navigate to the OneDrive folder you identified in Step 10 to locate your saved photo.

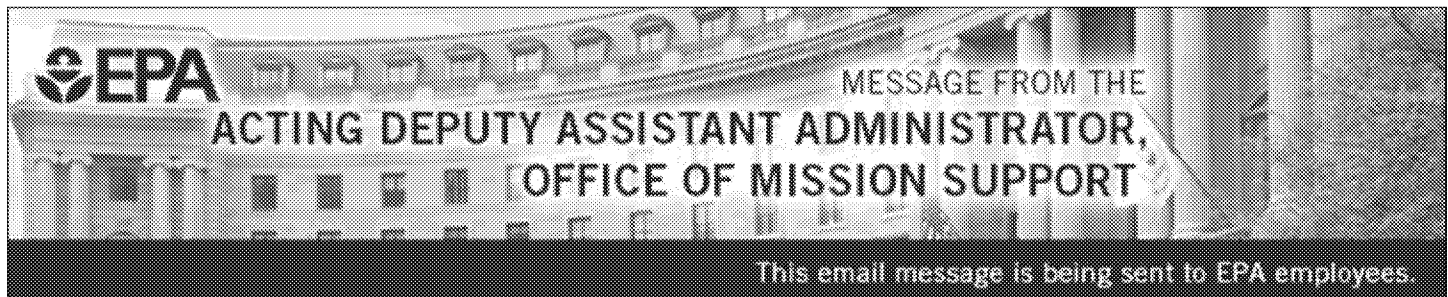
12. After you have uploaded the photo of your vaccination record in the Report Vaccination Form and submitted the form, delete the photo from your phone.

## Support

If you need further assistance, please contact the Enterprise IT Service Desk (EISD) at 866-411-4372, then select option 3; or email your request to [eisd@epa.gov](mailto:eisd@epa.gov).



**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 11/10/2021 11:43:25 PM  
**Subject:** Final Reminder for EPA Federal Employees to Submit Vaccination Information



Good afternoon,

**This is your final reminder that all employees must provide a response in the EPA Vaccination Attestation secure portal regarding their COVID-19 vaccination status.** Federal agencies are required to collect proof of COVID-19 vaccination consistent with the Safer Federal Workforce Task Force's guidance implementing Executive Order 14043, which requires all federal employees to be fully vaccinated by November 22, 2021. You previously received reminders about this requirement via MassMailer emails sent on October 19th and November 3rd.

- **If you have been fully vaccinated against COVID-19**, you should access the portal, choose "Yes" on the drop down list, and upload your proof of vaccination. Please review the Report Vaccination Status intranet page, which has quick reference guides for taking a photo of your vaccination documentation using your EPA laptop or EPA-issued mobile device, as well as a detailed walkthrough for uploading your vaccination information to the secure portal.
- **If you are not vaccinated against COVID-19 and are not seeking a medical or religious accommodation**, you should access the portal and choose "No" on the drop down list.
- **If you are seeking a medical or religious accommodation in regard to the COVID-19 vaccination requirement**, you should access the portal and choose "No - I have or will be requesting a religious accommodation" or "No - I have or will be requesting a disability accommodation" on the drop down list, depending on the nature of your accommodation request.

Employees who fail to upload proof of vaccination or request an accommodation are subject to disciplinary measures, up to and including removal from federal service. **If you have not yet provided your response in the portal, you must do so immediately.**

If you are experiencing technical issues accessing the portal, please contact your region/ program Vaccination Attestation point of contact immediately. Further, if you have already entered a response in the EPA Vaccination Attestation secure portal and have questions about your submission, please contact your region/ program Vaccination Attestation point of contact immediately.

Program	Vaccination POC	Region	Vaccination POC
OA	Terrence Jackson	Region 1	Jackie Medina
OAR	Scott Monroe	Region 2	Roger Pelletier
OCFO	Ruth Soward	Region 3	Paul Dressel
OCSP	Pamela Carter-Pruce	Region 4	Barbara Scott



OECA	Laura Milton	Region 5	Richard Marlinga
OGC	Christie Watkins	Region 6	Mary Stanton
OIG	Ellen Lee	Region 7	Jonathan Cooper
OITA	Dennis Cunningham	Region 8	Karly Scholten
OLEM	Susan Smith	Region 9	Santana Garza
OMS	Arnulfo Hernandez	Region 10	Peter Sullivan
ORD	Christiane Routt		
OW	Alfredo Torrez		

Arron Helm  
Acting Deputy Assistant Administrator,  
Office of Mission Support



Message

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**From:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Sent:** 9/23/2021 10:53:45 AM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Coogan, Daniel [Coogan.Daniel@epa.gov]; Amin, Faisal [Amin.Faisal@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]; Kadeli, Lek [Kadeli.Lek@epa.gov]; Kelty, Diane [Kelty.Diane@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Brown, Phil [Brown.Phil@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]  
**CC:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Subject:** RE: Video-call: Prep for September PMC Meeting, OCFO  
**Attachments:** September\_Read-Ahead Memo\_Biden-Harris PMC.pdf; Sept\_2021\_PMC FINAL.docx

All: Both the PMC read-ahead memo and OMS's materials for tomorrow morning's meeting are attached.

Regards!

Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192  
202-236-3228 (mobile)

-----Original Appointment-----

**From:** Atkinson, Emily <McCabe.Janet@epa.gov> **On Behalf Of** McCabe, Janet  
**Sent:** Wednesday, September 22, 2021 8:34 AM  
**To:** McCabe, Janet; Coogan, Daniel; Monger, Jon; Amin, Faisal; Bloom, David; Hitchens, Lynnann; Helm, Arron; Wells, Krysti  
**Cc:** Drinkard, Andrea; Terris, Carol; Kadeli, Lek; Kelty, Diane; Noga, Vaughn; Kamen, Mara; Brown, Phil; Bell, Matthew; Richardson, RobinH  
**Subject:** Video-call: Prep for September PMC Meeting, OCFO  
**When:** Thursday, September 23, 2021 9:00 AM-9:30 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Microsoft Teams Meeting

*Do not forward this invitation. Please email Emily Atkinson and Andrea Drinkard if participant changes need to be made.*

*Meeting Materials: Please provide any meeting materials by 2pm the day before your meeting to both Emily Atkinson, Andrea Drinkard and [DAScheduling@epa.gov](mailto:DAScheduling@epa.gov).*

---

## Microsoft Teams meeting

**Join on your computer or mobile app**

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**Or call in (audio only)**

**Ex. 6 Personal Privacy (PP)**

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[Learn More](#) | [Meeting options](#)

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Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 9/30/2021 9:08:23 PM  
**Subject:** September Administrative Update for Supervisors  
**Attachments:** September 2021 Administrative Update v8.docx

Colleagues,

OCFO and OMS are pleased to provide the September Administrative Update for Supervisors. We encourage you to use this information as a guide for sharing updates on administrative activities with your staff. If you have any comments, questions or requests for information on other topics not included in the update, please contact [Shakeba Carter-Jenkins](#).

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*



## **Administrative Update for Supervisors**

September 30, 2021

### **COVID-19 Updates**

- Continue to check [ [HYPERLINK "https://work.epa.gov/covid-19"](https://work.epa.gov/covid-19) ] for the most recent information.
- Read the [ [HYPERLINK "https://www.saferfederalworkforce.gov/new/"](https://www.saferfederalworkforce.gov/new/) ] on the Safer Federal Workforce website.
- September Mass Mailers:
  - [ [HYPERLINK "https://work.epa.gov/mass-mailers/update-epas-covid-19-facility-dashboard"](https://work.epa.gov/mass-mailers/update-epas-covid-19-facility-dashboard) ] (9/7)
  - [ [HYPERLINK "https://work.epa.gov/mass-mailers/updated-vaccination-guidance"](https://work.epa.gov/mass-mailers/updated-vaccination-guidance) ] (9/10)
  - [ [HYPERLINK "https://work.epa.gov/mass-mailers/vaccine-attestation-status-request"](https://work.epa.gov/mass-mailers/vaccine-attestation-status-request) ] (9/14)
  - [ [HYPERLINK "https://work.epa.gov/mass-mailers/september-update-covid-guidance-and-future-work-planning"](https://work.epa.gov/mass-mailers/september-update-covid-guidance-and-future-work-planning) ] (9/22)

### **Mass Mailers**

- [ [HYPERLINK "https://work.epa.gov/mass-mailers/reaffirming-epas-elevation-policy"](https://work.epa.gov/mass-mailers/reaffirming-epas-elevation-policy) ] (Administrator, 9/1)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/request-support-department-homeland-security-surge-capacity-force"](https://work.epa.gov/mass-mailers/request-support-department-homeland-security-surge-capacity-force) ] (Office of Mission Support, 9/14)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/celebrating-hispanic-heritage-month"](https://work.epa.gov/mass-mailers/celebrating-hispanic-heritage-month) ] (Administrator, 9/15)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/epa-data-analytics-and-visualization-challenge"](https://work.epa.gov/mass-mailers/epa-data-analytics-and-visualization-challenge) ] (Deputy Administrator, 9/17)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/update-accessibility-epa"](https://work.epa.gov/mass-mailers/update-accessibility-epa) ] (Office of Civil Rights, 9/22)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/update-executive-order-14035-diversity-equity-inclusion-and-accessibility-federal"](https://work.epa.gov/mass-mailers/update-executive-order-14035-diversity-equity-inclusion-and-accessibility-federal) ] (Deputy Administrator, 9/27)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/welcome-2021-combined-federal-campaign"](https://work.epa.gov/mass-mailers/welcome-2021-combined-federal-campaign) ] (Administrator, 9/27)

### **Implementing Vaccination Requirements for Employees**

- EPA will continue to prioritize the health and safety of our workforce and is committed to providing ongoing information on workplace safety.
- On September 9<sup>th</sup>, the President signed an [ [HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.whitehouse.gov%2Fbriefing-room%2Fpresidential-actions%2F2021%2F09%2F09%2Fexecutive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees%2F&data=04%7C01%7CMiddleton.Thora%40epa.gov%7C8069e58a7275431a719f08d98386e023%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685437575509551%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwWwLCJX"](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.whitehouse.gov%2Fbriefing-room%2Fpresidential-actions%2F2021%2F09%2F09%2Fexecutive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees%2F&data=04%7C01%7CMiddleton.Thora%40epa.gov%7C8069e58a7275431a719f08d98386e023%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685437575509551%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwWwLCJX) ]

*Connect to the VPN before clicking on links to the EPA intranet.*



VCI6Mn0%3D%7C1000&sdata=WoDOcPE9uQ0d6glteLR%2BcfZnSwy%2FnBlfQ%2F8B5Dvdmno%3D&reserved=0" ]

- As a result of the EO, Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation.
- EPA expects to receive additional guidance related to requests for accommodation. In the interim, an employee who seeks an accommodation based on religion or disability may direct their request as follows:
  - an employee who seeks a religious accommodation should send that request to [ [HYPERLINK "mailto:ReligiousAccommodations@epa.gov"](mailto:ReligiousAccommodations@epa.gov) ].
  - an employee who seeks an accommodation due to disability should send that request to [ [HYPERLINK "mailto:DisabilityAccommodations@epa.gov"](mailto:DisabilityAccommodations@epa.gov) ].
  - If an employee makes a request for an accommodation directly to a supervisor, the supervisor should promptly forward the request for accommodation to either [ [HYPERLINK "mailto:ReligiousAccommodations@epa.gov"](mailto:ReligiousAccommodations@epa.gov) ] or [ [HYPERLINK "mailto:DisabilityAccommodations@epa.gov"](mailto:DisabilityAccommodations@epa.gov) ] depending upon the nature of the request.
- Employees must be fully vaccinated by no later than November 22, 2021.

VACCINE	1st DOSE BY	2nd DOSE BY	FULLY VACCINATED
Moderna	October 11	November 8	November 22
Pfizer-BioNTech	October 18	November 8	November 22
Johnson & Johnson	November 8	n/a	November 22

- People are considered fully vaccinated 2 or more weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or 2 or more weeks after they have received a single-dose vaccine (Johnson and Johnson). There is currently no post-vaccination time limit on fully vaccinated status.
- EPA is currently collecting information on the vaccination status of employees. For questions contact the [ [HYPERLINK "mailto:EPA\\_COVID-19\\_Coordination\\_Team@epa.gov"](mailto:EPA_COVID-19_Coordination_Team@epa.gov) ].
- Please see the September 14 [ [HYPERLINK "https://work.epa.gov/mass-mailers/vaccine-attestation-status-request-0"](https://work.epa.gov/mass-mailers/vaccine-attestation-status-request-0) ] and September 22 [ [HYPERLINK "https://work.epa.gov/mass-mailers/september-update-covid-guidance-and-future-work-planning"](https://work.epa.gov/mass-mailers/september-update-covid-guidance-and-future-work-planning) ] for more information on the vaccination attestation process. The agency goal is to reach 100% response rate.
- The information collected will be treated in accordance with applicable laws on confidentiality and privacy and will only be accessible by those with a “need to know,” including individual supervisors.
- While employees should attest truthfully in their response, in the future, EPA will be gathering documentation about each employee’s vaccination status to ensure compliance with the vaccination requirement for federal employees. The [ [HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.saferfederalworkforce.gov%2Ffaq%2Fvaccinations%2F&data=04%7C01%7CMiddleton.Thora%40epa.gov%7C8069e58a7275431a719f08d98386e023%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685437575509551%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCQlIjoiV2luMzliL](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.saferfederalworkforce.gov%2Ffaq%2Fvaccinations%2F&data=04%7C01%7CMiddleton.Thora%40epa.gov%7C8069e58a7275431a719f08d98386e023%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685437575509551%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCQlIjoiV2luMzliL)

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CJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ibNGBzg5vmYXVw0RP%2BhUq6105K3ajUKYaq%2BYWgAoZQ%3D&reserved=0" ] will provide further guidance regarding the vaccination and documentation requirements. More information will be coming from the Office of Mission Support.

- Employees can get any COVID-19 vaccination dose on duty time (up to 4 hours per dose). Employees will be granted administrative leave to accompany any family member who is receiving a COVID-19 vaccination.
- Supervisors of employees who are not fully vaccinated or refuse to respond to the attestation will need to have a discussion with the employee.
  - Talking points for this discussion will be shared at a later date.
- If supervisors have any questions about the vaccination attestation and information collection system process, contact your program or regional lead. If there are issues your program or regional lead cannot resolve, they should work with the Office of Mission Support to address it.
  - [ [HYPERLINK \I "Contacts"](#) ]
- If supervisors have any questions about the Reasonable Accommodation process, contact [ [HYPERLINK "mailto:ReligiousAccommodations@epa.gov"](mailto:ReligiousAccommodations@epa.gov) ] and [ [HYPERLINK "mailto:DisabilityAccommodations@epa.gov"](mailto:DisabilityAccommodations@epa.gov) ]

#### **Vaccination Requirement for EPA Job Applicants and Onboarding Selectees**

- The HR Shared Service Centers, Office of Human Resources, and Office of General Council are working on several items to communicate the vaccination requirement to applicants and onboarding selectees.
- The agency is waiting for complete guidance from the Office of Personnel Management to finalize all communications.
- Once additional guidance is received, SSCs/OHR will communicate that information to the PMOs/HROs.
- The information will include letters that will be sent to all pending hires and language that will go in vacancy announcements to notify potential applicants of the federal employee vaccination requirement.
- For additional information, contact [ [HYPERLINK "mailto:taylor.jeremy@epa.gov"](mailto:taylor.jeremy@epa.gov) ] at 202-541-0537 or [ [HYPERLINK "mailto:atkinson.ryan@epa.gov"](mailto:atkinson.ryan@epa.gov) ] at 919-937-7970.

#### **Process for Approving In-person Meeting with More than 50 Participants**

- Acting Principal Deputy Assistant Administrator, Lynnann Hitchens, announced in her September 28 message to Mission Support Division Directors, Deputy Assistant Administrators, and Deputy Regional Administrators that the agency is moving forward with implementing a process for approving in-person meetings with more than 50 participants.
- This requirement is set forth by the Office of Management and Budget memorandum, “Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles, Issued July 29, 2021.”
- This process does not replace the normal procedures for approval of conferences and other meetings that would proceed through OCFO.
- The guidance documents will be posted to the [ [HYPERLINK "https://work.epa.gov/covid-19"](https://work.epa.gov/covid-19) ] for your use effective immediately.

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- This is a supplemental COVID-19 related requirement specific to those instances where more than 50 participants are attending an event, conference, or meeting in person.
- If you have questions, please contact [ [HYPERLINK "mailto:bell.matthew@epa.gov"](mailto:bell.matthew@epa.gov) ] and [ [HYPERLINK "mailto:gantt.melissa@epa.gov"](mailto:gantt.melissa@epa.gov) ].

#### **Performance Appraisals**

## **Ex. 5 Deliberative Process (DP)**

#### **Office of Personnel Management (OPM) Survey**

## **Ex. 5 Deliberative Process (DP)**

#### **Hiring Outreach Events**

## **Ex. 5 Deliberative Process (DP)**

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# **Ex. 5 Deliberative Process (DP)**

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# **Ex. 5 Deliberative Process (DP)**

## **Data Analytics and Visualization Challenge**

# **Ex. 5 Deliberative Process (DP)**

## **New Intranet Features and Enhancements**

# **Ex. 5 Deliberative Process (DP)**

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# **Ex. 5 Deliberative Process (DP)**

EPA Public Access Glossary Added to Terminology Services

# **Ex. 5 Deliberative Process (DP)**

Learn New Skills with Office 365 (O365) Training

# **Ex. 5 Deliberative Process (DP)**

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# **Ex. 5 Deliberative Process (DP)**

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# Ex. 5 Deliberative Process (DP)

## **FY 2022 – Happy New Year!**

- Congress is expected to pass a Continuing Resolution to keep the Federal Government open at the start of FY 2022.
- Once Congress passes a CR and the President signs a bill, OCFO will issue CR guidance.
- When operating under a CR, programs should keep in mind that Congress is still deliberating on the FY 2022 funding levels, final budget amounts may differ from CR levels, and potential program eliminations or new program authorizations are not yet in place. Programs should spend prudently and avoid actions that could be construed as signaling increases or decreases and not implement new programs, initiatives, or activities.

## **FY 2023 Office of Management and Budget Submission**

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# **Ex. 5 Deliberative Process (DP)**

## **Preparing for the Infrastructure Bill**

# **Ex. 5 Deliberative Process (DP)**

## **Draft FY 2022-2026 EPA Strategic Plan**

# **Ex. 5 Deliberative Process (DP)**

## **Invoicing Processing Platform**

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# Ex. 5 Deliberative Process (DP)

## Vaccination Attestation and Information Collection System Points of Contact

Program / Region	Program / Region Lead(s)			
<b>AO</b>	Terrence Jackson	Andy Teplitzky		
<b>OAR</b>	Scott Monroe			
<b>OCFO</b>	Ruth Soward	Barbara Freggens	Darnel McIntosh	Tracey Monroe
<b>OCSPP</b>	Pamela Carter-Purce	Kate Graf	Howard Barnett	
<b>OECA</b>	Laura Milton			
<b>OGC</b>	Christie Watkins			
<b>OGC</b>	Terry Lee			
<b>OIG</b>	Ellen Lee	Lori Ruk		
<b>OITA</b>	Dennis Cunningham			
<b>OLEM</b>	Susan Smith	Dawn Datcher		
<b>OMS</b>	Yulia Kalikhman	Arnulfo Hernandez		
<b>ORD</b>	Teryll (Sean) Torry	Christiane Routt		
<b>OW</b>	Alfredo Torrez	Robert Stevens	Amber Erickson	
<b>Region 1</b>	Fred Weeks	Katherine Shanahan	Jacqueline Medina	
<b>Region 2</b>	Ann-Heng Jen	Roger Pelletier		
<b>Region 3</b>	Geoffrey Fala	Paul Dressel		

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<b>Region 4</b>	Vickie Tellis	Barbara Scott	Trenton Taylor	
<b>Region 5</b>	Richard Marlinga	Wendell Sioco	Rebecca Iversen	Kristen Leetzow
<b>Region 6</b>	Kendra Mask			
<b>Region 7</b>	Eric Gibbs	Ben Krehbiel	Jonathan Cooper	
<b>Region 8</b>	Karly Scholten	Patrice Kortuem		
<b>Region 9</b>	Elizabeth Taylor	Santana Garza		
<b>Region 10</b>	Peter Sullivan	Chasen Cunitz	Kelly Barrie	

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Message

**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/12/2021 1:17:25 AM  
**To:** Gantt, Melissa [Gantt.Melissa@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**CC:** Helm, Arron [Helm.Arron@epa.gov]; Schreyer, Andrew [Schreyer.Andrew@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]; Downs, Caitlin [Downs.Caitlin@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Brown, Phil [Brown.Phil@epa.gov]; Link, Adam (John) [link.john@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]  
**Subject:** draft TPs for Supervisors and Managers  
**Attachments:** Vaccination Talking Points for Managers 10 12 2021.docx

I made some edits to the previous draft Talking Points.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

---

**From:** Hitchens, Lynnann  
**Sent:** Friday, October 8, 2021 10:37 AM  
**To:** Gantt, Melissa <Gantt.Melissa@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Cc:** Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Brown, Phil <Brown.Phil@epa.gov>; Link, Adam (John) <link.john@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** FW: Follow up from our meeting with the DA on the Accommodations process for Vaccination

Good morning – here is the final version of the initial communication.

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

As you work through the other steps of the communication and education (the two supervisor emails)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Shakeba can circulate our initial set of TPs on vaccination to be updated.

Also,

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*



Office of Mission Support

US EPA

P: 202-564-3184

M: 202-617-0738

**From:** Hitchens, Lynnann

**Sent:** Thursday, October 7, 2021 11:30 PM

**To:** Packard, Elise <Packard.Elise@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>

**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>

**Subject:** Follow up from our meeting with the DA on the Accommodations process for Vaccination

Following up from our meeting today,

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

On a somewhat related note, I've attached a communication that will be distributed to employees that did not respond to the attestation question, declined to disclose vaccination status, or attested to being unvaccinated or partially vaccinated.

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

JuanCarlos/Kevin --

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens

Acting Principal Deputy Assistant Administrator

Office of Mission Support

US EPA

P: 202-564-3184

M: 202-617-0738

**From:** Hitchens, Lynnann

**Sent:** Wednesday, October 6, 2021 10:40 PM

**To:** Packard, Elise <Packard.Elise@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>

**Cc:** Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Blythers, Dorien <Blythers.Dorien@epa.gov>

**Subject:** FW: Meeting Materials

Forwarding meeting materials to invitees --

Thanks,

ED\_006849B\_00000466-00002



Lynnann

Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*

---

**From:** Hitchens, Lynnann

**Sent:** Wednesday, October 6, 2021 5:43 PM

**To:** Atkinson, Emily <[Atkinson.Emily@epa.gov](mailto:Atkinson.Emily@epa.gov)>; Drinkard, Andrea <[Drinkard.Andrea@epa.gov](mailto:Drinkard.Andrea@epa.gov)>

**Cc:** Gantt, Melissa <[Gantt.Melissa@epa.gov](mailto:Gantt.Melissa@epa.gov)>

**Subject:** Meeting Materials

Materials for tomorrow's 10:30 meeting.

Thanks,

Lynnann

Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*



**From:** Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]  
**Sent:** 10/13/2021 5:05:17 PM  
**To:** Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]  
**Subject:** Vaccine Information Event Tomorrow & Update on Vaccination Requirement



Dear Colleagues,

Throughout 2020, researchers from the Centers for Disease Control and Prevention and international experts worked to better understand the impacts of the COVID-19 pandemic as it relates to short- and long-term health effects associated with COVID-19. Data shows us and experts tell us that vaccinations are the most effective tool to keep people safe and healthy in the face of this global health pandemic. COVID-19 vaccines are widely available in the United States and significantly reduce the likelihood of hospitalization and death. We also understand that for some employees receiving a vaccine is not an option due to medical reasons or a sincerely held religious belief, and the agency has a process in place for people to request a reasonable accommodation.

For this week's update, I want to share information about an upcoming educational event tomorrow, and next steps in the vaccination requirement at EPA.

First, EPA is hosting an event presented by Dr. Wayne E. Cascio, Acting Principal Deputy Assistant Administrator for Science for the Office of Research and Development, "***Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks.***" This conversation will provide employees with critical vaccine information and will address common myths and rumors. Dr. John T. Brooks is a nationally known medical expert at the Centers for Disease Control and Prevention.

- Please join the event on **Thursday, October 14** from **3:00 p.m. to 4:00 p.m. (ET)**. You can join by tuning into [Microsoft Teams](#).
- **Reasonable Accommodations Information:** EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, or CLTs (Cued Language Translators). For these features, please join via [ZoomGov for Accessibility](#) (Meeting ID: Ex. 6 Personal Privacy (PP) For audio only, please dial Ex. 6 Personal Privacy (PP) US (New York). If you need technical assistance on the day of the event, please contact your local IT Helpdesk. Separately, if you require an accommodation, please contact [Reasonable Accommodations](#).
- Please [mark your calendar](#) to attend this event. If you miss the event, it will be available for [on-demand viewing](#) within 48 hours.

Second, during the week of October 18<sup>th</sup>, we will begin collecting documentation from vaccinated employees to fully comply with the requirements of Executive Order 14043. During this next phase of implementation, all



EPA employees will be asked to enter certain information about their vaccinations and upload an image of their vaccine record through a portal on the Agency's secure ServiceNow platform. I've been carrying my card in my wallet since I got vaccinated, so am very ready to upload a photo of it as soon as I am asked! Please stay tuned for detailed instructions from the Office of Mission Support on how to access and use the new application.

There is still time for unvaccinated employees to comply with the federal employee vaccine mandate by November 22, 2021. Additional vaccine information, including assistance on locating available vaccines, can be found at <https://www.vaccines.gov>.

I hope these latest updates will address some of your questions.

Thank you for taking the time to learn more about COVID-19 vaccines and for everything you do, every day, to improve public health and the environment in our country.

Janet McCabe  
Deputy Administrator



## Message

**From:** This Week @ EPA [epanews@epa.gov]  
**Sent:** 10/18/2021 7:58:37 PM  
**To:** This Week @ EPA [epanews@epa.gov]  
**Subject:** This Week @ EPA - October 18, 2021



October 18, 2021

Photograph taken by Jaime Julian

[Senior Leadership Update](#) | [Employee Spotlight](#) | [Hot Topics](#) | [CFC Spotlight](#) | [Key Dates](#) | [Video Spotlight](#) | [Health & Safety](#)

On October 14, EPA hosted an event presented by Dr. Wayne E. Cascio, Acting Principal Deputy Assistant Administrator for Science Development (ORD), **“Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks”**. Dr. Brooks discussed vaccine information and addressed common myths and rumors. Dr. John T. Brooks is a nationally known medical expert at the Centers for Disease Control and Prevention. A [recording of the event](#) is available for viewing.

## Senior Leadership Update

### In case you missed it

#### Senior Leadership Messages:

- Administrator Regan [celebrates](#) National Disability Employment Awareness Month.
- Administrator Regan [welcomes](#) Regional Administrators for Region 3 and Region 5.
- Deputy Administrator McCabe [announces](#) upcoming “federal employee voice” pulse survey.



- Deputy Administrator McCabe [updates workforce](#) on vaccination requirement under EO 14043.
- Chief Financial Officer, Faisal Amin, [shares](#) important time reporting and pay reminders.
- Lynnann Hitchens, Acting Principal Deputy Assistant Administrator for OMS, [provides information](#) on scheduling "use or lose" 2021 leave year.
- Agency [announces](#) CFC Kickoff Event.

#### News Releases:

- EPA Administrator Regan [announces](#) comprehensive national strategy to confront PFAS pollution.
- EPA [announces action plan](#) to address water-related challenges in Indian Country.
- Justice Department, EPA and Texas [settle](#) with DuPont and PMNA and require action to address violations of waste, water and air at an Orange, Texas facility.
- EPA [announces next steps](#) to enhance scientific integrity and strengthen new chemical safety reviews.
- EPA, Army [announce](#) regional roundtables on WOTUS.
- EPA [takes next step](#) to broaden TRI reporting requirements for ethylene oxide.
- EPA [announces](#) appointment of Debra Shore as Regional Administrator for EPA Region 5.
- EPA [announces](#) appointment of Adam Ortiz as Regional Administrator for EPA Region 3.



## Employee Spotlight

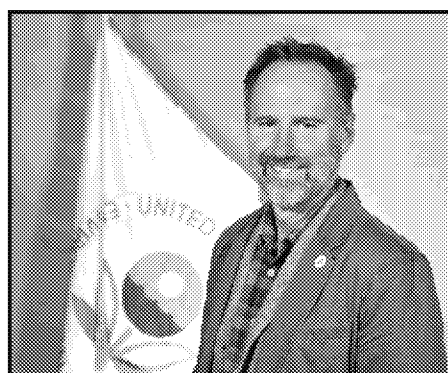
**Carter Williamson, Region 4**

**Shanquenetta "Shan" Anderson, Office of G**



This week we highlight Carter Williamson. Carter is the co-chair of the National On-Scene Coordinator (OSC) Readiness Workgroup (NOW) and a 14-year member of the OSC Academy Readiness and Training Conference. Carter was written up in the 2006 Federal Response to Hurricane Katrina White House report, and was recently awarded the Gerald Foree Award for 2020 which recognizes OSCs who lead by example, exhibit enthusiasm, offer advice and guidance, encourage their peers to do their best, and recognize a job well done by others.

Carter graduated from the University of Florida with a B.A. in Agriculture, is married to Laura Williamson, also a thirty-year veteran of EPA Region 4 and daughter of one of the first 50 EPA employees Linda Mobley. Carter is the father of four sons and public servants, three served the country in the US Coast Guard and US Navy, and one son who presently works for the EPA Gulf of Mexico Program stationed in Bay St. Louis, Mississippi. Carter and his wife own and run the wedding and event venue, Cherry Hollow Farm outside Atlanta and are avid University of Florida Gator and Buffalo Bills fans.



This week, we highlight Shanquenetta "Shan" Anderson.



Counsel (OGC). Shan joined EPA in 2020 as a para Office (IO). She serves as the OGC IO Freedom of Information Act (FOIA) Auditor. Recently, she was named the Federal Campaign Coordinator for OGC.

Shan wears a dual hat as a federal government employee. She was recently promoted to the rank of Lieutenant Colonel at a ceremony at Joint Base McGuire-Dix-Lakehurst where she met her grandmother, Jannie Fair. Shan enlisted in the Mississippi National Guard and upon completion of her bachelor's degree, she was promoted to Lieutenant in 2003. As a Reservist, she serves as the Training and Sexual Assault Response Coordinator. In her 20s, she was deployed to Iraq in 2009 and to Afghanistan in 2013, in support of Operation Enduring Freedom.

Shan is from Brandon, Mississippi. In her spare time, she enjoys spending time with her sorority's youth programs, running, and spending time with her friends.

**"Mark" Colin Oldland, Region 2**

**Grace Robiou, Office of Children's Health Protection**



This week, in honor of National Disability Employment Awareness Month, we highlight "Mark" Colin Oldland from the Superfund & Emergency Management Division (SEMD) in Region 2. Mark is an autistic adult who resides in Hillsborough, NJ with his wife and son, who also has autism spectrum disorder.

Mark was educated as a painter at Maryland Institute College of Art in Baltimore, MD. As an artist, he strives to positively promote the abilities of autistic individuals by providing a window into their uniquely shared father/son perspective of the world. In doing so, his artwork is meant to encourage inclusion and educate the public about living life as an autistic person.

Mark's environmental career began when he enlisted in the U.S. Coast Guard. His service time included patrols on the Bering Sea and South Pacific while he continued to paint and draw the impacts of the environment he was observing. Following the Coast Guard Mark pursued a career with EPA in Region 2 where his duties include serving as the Disability Employment Program Manager and as a Field Account Specialist in the SEMD Removal Action Branch.

Through his work, both artistically and professionally Mark hopes to enlighten the public about the many abilities autistic people have to offer.



This week in honor of both Hispanic Heritage Month



This is a completely blank white page with no visible content, text, or markings.

Grace was born and raised as she likes to say, “where Puerto Rico. With over 23 years at EPA, she has worked at every agency, although she dedicated most of her years to the Office of Research and Development. She has conducted risk assessments for pesticides, helped to reduce pesticide exposure, protected our drinking water and soil from intentional attacks, and led programs for the sustainable management of solid wastes. Recently, she joined the Office of the Assistant Administrator for children’s environmental health.

Grace received undergraduate degrees from Tufts University and the Juilliard Conservatory of Music, where she studied environmental science and music theory. She holds a graduate degree from the University of Michigan in public health and epidemiology. She enjoys the company of her family, busy at home with two teenagers, enjoys reading literature, traveling in the Potomac, exercising, and being outdoors.

highlight Grace M. Robiou, Deputy Director of the O

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This week we introduce Dorothy Carr who is the Team Leader for the Executive Services Operations Staff (ESOS) of the Office of Triangle Park (RTP), North Carolina. She joined EPA while a student at the University of North Carolina (UNC) at Chapel Hill.

Dorothy's team provides staffing and classification services for EPA's career executives and political appointees. A recent highlight was onboarding the new political leadership and offboarding the former appointees, within a short timeframe and in a virtual environment. She is also providing human resources (HR) expertise for the establishment of the Office of Research and Development's Title 42 and postdoctoral fellowships for the start-up of the HR Shared Service Centers, staffing for the Office of Air and Radiation's Clean Air Act Amendments position, and the first RTP Delegated Examining Unit, while providing a positive first impression of the agency for each selectee.

A native of eastern North Carolina, Dorothy enjoys travelling with her husband on their "50 states by age 60" quest, spending time with her children, cheering for the University of North Carolina (UNC) Tarheels, and spoiling her new puppy.

*Nominate an employee today and they may be featured in This Week @ EPA or on EPA@Work.*

## Hot Topics

**TRI, EPCRA, celebrate 35<sup>th</sup> anniversary!**



On October 17, 1986, Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) to help communities



accidents, and to help them make more informed decisions that impact human health and the environment.

Among other mandates, EPCRA required, state, local, and tribal governments to form groups to share responsibility for: developing response plans; and providing residents with information on the presence and releases of hazardous chemicals reported by facilities. EPA created the [Toxics Release Inventory \(TRI\) Program](#), which requires certain industrial and federal facilities to submit data annually on toxic chemicals. The TRI is a publicly available source of information, and one of EPA's most current datasets.

The Office of Pollution Prevention and Toxics, within the Office of Chemical Safety and Pollution Prevention, manages the TRI Program. The Office of Land and Emergency Management, within the Office of Land and Emergency Management, manages the non-TRI portions of EPCRA. States, tribes, and facilities, can use the information collected under EPCRA to improve chemical safety and protect public health and the environment. Working together to reduce pollution is [highlighted in this "success story,"](#) in which a community group used TRI data as the basis for Agreements with facilities in Minneapolis, Minnesota.

This week, we are celebrating EPCRA's role in helping protect communities across the country for 35 years—and counting!

**FEHB Open Season is November 8 – December 13**







employees should review their annual health coverage options and make changes if needed. This year there is a virtual health fair to connect directly with the experts. Take action now to plan for your 2022 benefits.

#### **2021 FEHB Virtual Health Fair**

- [Log in anytime](#) [\(Exit\)](#) during **2021 FEHB Open Season** to download 2022 plan brochures, watch videos, register for webinars, and more.
- [Register in advance](#) [\(Exit\)](#) to participate in a **LIVE ONLINE CHAT** session with benefit providers. Availability is from 10 a.m. to 4 p.m. on November 19, December 1, and December 8. [REGISTER NOW!](#) [\(Exit\)](#)

**Questions?** To learn more visit the [Benefits Corner SharePoint Site](#) or contact your organization's [Shared Service Center Benefits Specialist](#).







A San Diego news station recently highlighted Region 9's work in coordination with federal, state, and local agencies to stop the m the United States. According to a [press release](#) from the U.S. Attorney's Office Southern District of California this cross-agency effort Initiative Group "has resulted in the prosecution of more than 50 defendants for environmental crimes and the seizure of nearly 1,0 pesticides."

Read the full article here: [Team 10: Unified effort to stop illegal pesticides coming into the United States \(Exit\)](#) – ABC 10 News (9/

### **Instructions for time and attendance for Pay Period 22, October 10-23, 2021**



This is time and attendance guidance for Pay Period 22, October 10-23, 2021. All time and attendance for agency employees must



employee and approved by their supervisor as follows:

- **Timecard Corrections for Prior Pay Periods** - no later than 10 p.m. Eastern Time, Tuesday, October 19. *Please mark your calendar deadline.*
- **Time and Attendance for Pay Period 22 ending October 23** - no later than 10 p.m. Eastern Time, Thursday, October 22. *Please mark your calendar so you don't miss this deadline.*

Please check the list of reporting codes (TREGW, TMREG, TWRAC, TWEHR, and REGHR, etc.) for more information on each code and guidance for time and attendance to be used for the COVID-19 impacted pay periods.

If you have any questions about this time and attendance guidance or need assistance, please submit a helpdesk ticket to HRPAY OCFO Systems HelpDesk at 202-564-OCFO (202-564-6236).

**Reminder: Performance appraisal end-of-year guidance and training**



It is time to prepare to close out the FY21 Performance Appraisal and Recognition System (PARS) process. All employees, includ



complete their assigned PARS year-end evaluations and closeout process **by November 1.**

**Key Points:**

- The agency's 3-tier PARS policy applies to all covered GS employees.
- All year-end actions must be completed in USA Performance by November 1.
- Recorded USA Performance End of Year trainings for Supervisors and Employee are posted on [Performance Management](#) provide step-by-step instructions on how to complete the end of year rating in USA Performance.

**Resources:**

- [Performance Management \(SharePoint Site\)](#).
- [3-tier PARS policy](#).
- [Regional HR Officers \(RHROs\)](#).
- [Program Management Officers \(PMOs\)](#).
- Performance Management Team mailbox: [Performance\\_Management\\_Team@epa.gov](mailto:Performance_Management_Team@epa.gov).
- Senior Executive Service Team mailbox: [OHR\\_Executive\\_Resources\\_Team@epa.gov](mailto:OHR_Executive_Resources_Team@epa.gov).
- For questions on USA Performance system, access, password reset, creation of critical elements, and performance plans [Performance local administrators](#).

## Combined Federal Campaign

**CFC cause of the week: Arts and Humanities**



The arts provide a glimpse into the soul of a community. We celebrate our culture and explore our values and identity through our



dance, poetry, music, literature, sculpture, photography, and more. Engaging in self-expression through these outlets empowers the individual and enriches our society.

High school students enrolled in art courses achieve higher math and literacy test scores than those who are not. Examples suggest that the arts are a powerful tool to help youth overcome obstacles and give children critical and character-building tools towards a more successful future.

Unfortunately, not everyone has the same exposure to the arts. Some families have limited opportunities to engage in the arts due to a lack of access to musical instruments, art supplies, and poetry books, while some schools cannot afford to invest in offering the same opportunities.

Your donation to the arts cause areas will spark imagination, encourage empathy, expand horizons, and help us reach our full potential. Creativity through the arts and humanities is an investment in making our world a better place for us all. [Join the CFC community today!](#)

Key Dates

Video Spotlight



Click on each event below to get more details.



### Recreation Economy for Rural Communities (RERC)

Total time: 04:15

The Recreation Economy for Rural Communities (RERC) project, a partnership between the Environmental Protection Agency, the USDA Forest Service, and the National Recreation and Natural Conservation Commission, is helping Giles County, Virginia communities develop local economic development through outdoor recreation. This video shows the RERC planning assistance team took to learn more about the RERC project in the community. For more information please visit the [Rural Communities website](#).



Click on the "Add to Calendar" button to add an event to your Outlook calendar.

If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

**This Week:**















Subgroup 12-1 p.m. ET







Coming soon:







Coordinator

**November 1:** Data Analytics and Visualization Challenge  
application period closes

**Health & Wellness**

**Increase awareness of depression**

**IT Corner**

**There is no cybersecurity without you – S**







an estimated 19.4 million American adults experienced at least one major depressive episode in 2019. [Symptoms of depression](#) can include persistent sadness and/or irritability, loss of interest in hobbies, difficulty [sleeping](#), oversleeping, and suicidal thoughts.

While taking care of your mental health looks different for everyone, some tips to help manage your symptoms of depression might include:

- Seeing a therapist or mental health professional.
- [Being active and exercising](#), or engaging in activities that you enjoy.
- Talking to a trusted friend or family member.
- Educating yourself about the signs, symptoms, and treatment of depression.
- Recognizing what prompts your symptoms (e.g., major life changes, [stress](#)).
- Accessing [EPA's Employee Assistance Program](#), which includes confidential counseling and referral services.
- Using [online lifestyle counseling resources](#) and self-assessment tools.

For more information, visit the [Depression page](#) on the Office of Mission Support's Safety and Sustainability Division's intranet page.

## **cybersecurity without you – Stay Connected.**

serves as an important reminder to all of us about enhancing the agency's cybersecurity.

### **What does it mean to stay vigilant?**

Vigilance means that we all must be cyber smart about the agency's network and information systems, including protecting our equipment from loss or theft. If you suspect a breach, report it immediately.

- If something 'weird' is happening with your device, report it to the [Enterprise IT Service Desk \(EISD\)](#). It could be malicious activity on that device.
- Phishing and ransomware often begin with a few seconds to ensure the message (and attachment) is expected and from the actual sender. If you suspect a phishing attempt, don't click on the link or download the attachment. Report it immediately.
- Keep yourself informed about the latest cybersecurity threats. Don't become a victim.

Stay tuned for next week's IT Corner to learn more about "Stay Compliant."

We would love to hear our feedback about this newsletter. Please contact us at [internalcomms@epa.gov](mailto:internalcomms@epa.gov) | <http://intranet.epa.gov/internalcomms>. Looking for previous editions of the newsletter? Go to the [Newsletter Archive](#).



Message

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**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 10/19/2021 8:34:31 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** Implementation of Executive Order 14043 – Proof of Vaccination



Dear Colleagues,

I'd like to share the next steps in the implementation of [Executive Order 14043, \*Requiring Coronavirus Disease 2019 Vaccination for Federal Employees\*](#). The EO and Safer Federal Workforce Task Force [Guidance](#) requires the collection of information from all employees to document vaccination against COVID-19.

The Office of Mission Support has developed a secure portal ([EPA Vaccination Attestation](#)) for all employees to enter information on their vaccination status and to upload proof of vaccination. This information will be securely retained on the agency's ServiceNow platform and will have limited access. Employees are required to log into the portal and upload information no later than Wednesday, November 3, 2021. Please read these instructions carefully, as it will help you assemble the information you need prior to entering the portal.

### **Fully or Partially Vaccinated Employees**

Fully or partially vaccinated employees must enter the date and number of vaccine doses, the location of the vaccination, and upload an image of your vaccine documentation. Employees should upload an image of one of the following documents to establish proof of vaccination: an image of a record of immunization from a health care provider or pharmacy; an image of the COVID-19 Vaccination Record Card; an image of medical records documenting the vaccination; an image of immunization records from a public health or state immunization information system; or an image of any other official documentation containing the following required data points: type of vaccine administered (e.g., Pfizer, Moderna, Johnson & Johnson, etc.), date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). Please see the **directions** below, for information on how to easily create a digital image of your proof of vaccination.

For those employees who are partially vaccinated and still need to receive an additional vaccine dose, you will be able to reenter the portal and include that information when your final dose is administered.

At this time, EPA is not collecting information on booster shots. If the agency receives any updated guidance from the Safer Federal Workforce Task Force regarding booster shots, we will provide an update to employees.

### **Employees Seeking an Exception**



There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical or sincerely held religious belief. For those employees requesting an exception, please note that you still must access the portal and choose the option indicating that you have requested an exception. Please note that this portal is not the procedure to formally request a medical or religious accommodation. If you have not already done so, please direct your accommodation request as follows:

- for a religious accommodation, send a request to [ReligiousAccommodations@epa.gov](mailto:ReligiousAccommodations@epa.gov).
- for an accommodation due to medical, send a request to [DisabilityAccommodations@epa.gov](mailto:DisabilityAccommodations@epa.gov).

### **Key Information for Employees Seeking an Exception**

Initial email requests do not have to include complete information. An email simply stating the employee wishes to make an accommodation request will suffice during the initial step. Vaccination timelines and compliance requirements will be paused for all employees during the adjudication of their accommodation request. Employees will receive further instructions from the agency team on next steps regarding their specific accommodation request.

If you request an exception to the vaccination requirement, or have already done so, you should promptly notify your supervisor. Employees do not have to share the nature of the request with their supervisor (i.e. religious/medical), only that you have made a request for an exception. Please refrain from sending any medical documentation (or any other documents supporting your exception request) directly to your supervisor.

### **Unvaccinated Employees**

Unvaccinated employees without an exception request should enter the portal and select “no” in response to the question regarding vaccination. Please note that the overall deadline to become fully vaccinated is November 22, 2021. The vaccination requirement applies to all federal employees, including employees on maximum telework or working remotely. Employees without an exception request who are unvaccinated, or who fail to provide proof of vaccination, are subject to disciplinary measures, up to and including removal from federal service. EPA intends to initiate the enforcement process as soon as November 9, 2021, so it is important to begin the vaccination process and upload the necessary documentation as soon as possible.

### **Directions**

The link below will take you to the portal:

#### [EPA Vaccination Attestation](#)

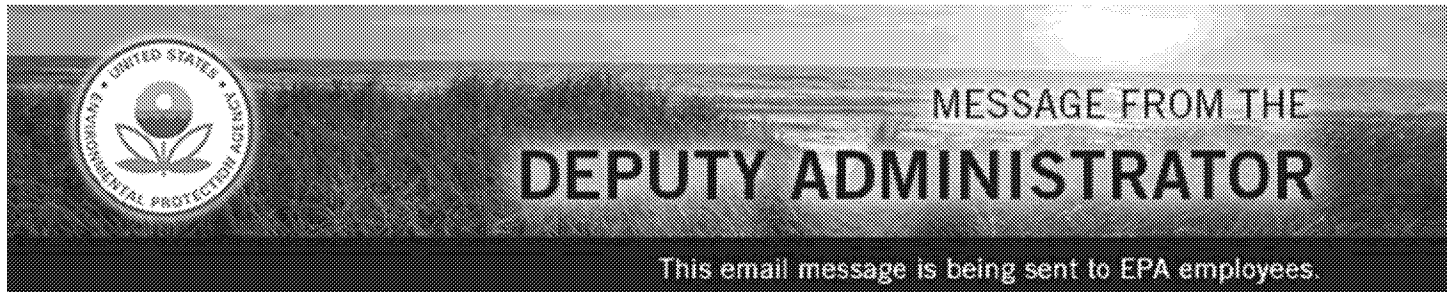
To assist with updating your vaccination status and uploading proof of vaccination, OMS has posted resources on the COVID-19 intranet site, [Reporting Vaccination Status](#) page, including directions on how to create a digital image of your proof of vaccination. If you have issues accessing the portal or entering your information, please contact your local [Enterprise IT Service Desk](#) (EISD) help desk.

The safety of our employees is the top priority for the agency. Being vaccinated protects you and the people around you. All available COVID-19 vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19, including from the Delta variant. If you need to find a COVID-19 vaccine near you, use [vaccines.gov](https://www.vaccines.gov) or text your ZIP code to 438829.

Lynnnann Hitchens  
Acting Principal Deputy Assistant Administrator



**From:** Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]  
**Sent:** 10/21/2021 7:00:02 PM  
**To:** Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]  
**Subject:** COVID-19 Update & Reminder: Action Required on your Vaccine Attestation



Dear Colleagues,

Over the past year and a half, the COVID-19 pandemic has had a major effect on all of our lives. We have all been stressed and, at times, overwhelmed by its challenges, including fears about commuting on crowded public transportation or returning to a workplace setting. We are mindful of your concerns and understand your worries and we want to continue to provide as much information to you as possible.

For this week's communication, I want to share with you a few updates and a recap of the past few weeks:

- Earlier this week, Lynnnann Hitchens, Acting Principal Deputy Assistant Administrator, Office of Mission Support, shared in her [mass mailer](#) to employees that the agency is [collecting vaccination information](#) for all EPA federal employees. If you are already vaccinated, now is the time to verify your status. It doesn't take long-with my COVID-19 vaccination information in hand, I was able to complete the form in less than five minutes, even with my less than expert IT skills! If you are partially vaccinated please put that information into the system now-you will be able to go back into the system and update your information after you get your final dose. **Please do not submit your vaccination documentation anywhere other than the [EPA Vaccination Attestation secure portal](#).** If you need to find a COVID-19 vaccine near you, use [vaccines.gov](#) or text your ZIP code to 438829.
- We are just a month away from President Biden's November 22 COVID-19 vaccination deadline for federal employees. Data shows us, and experts tell us, that vaccinations are the most effective tool to keep people safe and healthy in the face of this global health pandemic. We understand that for some employees, receiving a vaccine is not an option due to medical reasons or a sincerely held religious belief, and we do have a process in place for people to request a reasonable accommodation.
- As a reminder, more than 90 percent of the EPA workforce has responded to the vaccine attestation survey, and more than 88 percent of respondents attested to being fully vaccinated.
- The Office of Research and Development and the Office of Mission Support have developed [two important educational resources](#) to help employees understand the mandatory vaccination requirement timeline, vaccine documentation collection, and to build vaccine confidence amongst those that are hesitant to get vaccinated. Please check this out-I hope they are helpful.
- And, in case you missed last week's [educational program](#), the agency hosted an event with Dr. John Brooks, *Senior Science Advisor for Emergency COVID-19 Response, Centers for Disease Control and Prevention*. In his discussion with Dr. Wayne Cascio, Dr. Brooks shared with employee's critical vaccine information and addressed common misconceptions. If you couldn't attend the event,



I encourage you to watch the recording at the link provided above. We'll be providing answers to the questions that came up during the call that Dr. Brooks wasn't able to get to.

Lots going on, but we are working hard on all of these issues, with your safety our top priority. We will keep you advised of any updates or changes to safety protocols, and I encourage you to contact the [EPA COVID-19 Coordination Team](#), if you have any questions or suggestions for us to consider.

I look forward to the time where we can all come together again safely with our family, friends, and colleagues. Thank you again for helping us keep each other, our families, and our communities safe, and for the service you do for the American people every day.

Be Well and Stay Safe,

Janet McCabe  
Deputy Administrator



Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/28/2021 9:39:55 PM  
**Subject:** October Administrative Update  
**Attachments:** October 2021 Administrative Update v6.docx

Colleagues,

OCFO and OMS are pleased to provide the September Administrative Update for Supervisors. We encourage you to use this information as a guide for sharing updates on administrative activities with your staff. If you have any comments, questions or requests for information on other topics not included in the update, please contact [Shakeba Carter-Jenkins](#).

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*



## **Administrative Update for Supervisors**

October 28, 2021

### **COVID-19 Updates**

- Continue to check [ [HYPERLINK "https://work.epa.gov/covid-19"](https://work.epa.gov/covid-19) ] for the most recent information.
- Read the [ [HYPERLINK "https://www.saferfederalworkforce.gov/new/"](https://www.saferfederalworkforce.gov/new/) ] on the Safer Federal Workforce website.
- Mass Mailers:
  - [ [HYPERLINK "https://work.epa.gov/mass-mailers/vaccine-information-event-tomorrow-update-vaccination-requirement"](https://work.epa.gov/mass-mailers/vaccine-information-event-tomorrow-update-vaccination-requirement) ] (Deputy Administrator, 10/13)
  - [ [HYPERLINK "https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination"](https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination) ] (Agency Mass Mailer, 10/19)
  - [ [HYPERLINK "https://work.epa.gov/mass-mailers/covid-19-update-reminder-action-required-your-vaccine-attestation"](https://work.epa.gov/mass-mailers/covid-19-update-reminder-action-required-your-vaccine-attestation) ] (Deputy Administrator, 10/21)

### **In Case You Missed It This Month (Mass Mailers)**

- [ [HYPERLINK "https://work.epa.gov/mass-mailers/sharing-epas-draft-fy-2022-2026-strategic-plan"](https://work.epa.gov/mass-mailers/sharing-epas-draft-fy-2022-2026-strategic-plan) ] (Administrator, 10/1)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/our-commitment-childrens-health"](https://work.epa.gov/mass-mailers/our-commitment-childrens-health) ] (Administrator, 10/6)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/epas-commitment-addressing-impacts-climate-change"](https://work.epa.gov/mass-mailers/epas-commitment-addressing-impacts-climate-change) ] (Administrator, 10/7)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/announcing-epas-agriculture-advisor"](https://work.epa.gov/mass-mailers/announcing-epas-agriculture-advisor) ] (Administrator, 10/7)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5"](https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5) ] (Administrator, 10/12)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5"](https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5) ] (Agency Mass Mailer, 10/13)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/important-time-reporting-and-pay-reminders"](https://work.epa.gov/mass-mailers/important-time-reporting-and-pay-reminders) ] (Agency Mass Mailer, 10/13)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/epa-kickoff-2021-combined-federal-campaign"](https://work.epa.gov/mass-mailers/epa-kickoff-2021-combined-federal-campaign) ] (Agency Mass Mailer, 10/14)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/upcoming-federal-employee-voice-pulse-survey"](https://work.epa.gov/mass-mailers/upcoming-federal-employee-voice-pulse-survey) ] (Deputy Administrator, 10/18)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/employee-assistance-program-resources"](https://work.epa.gov/mass-mailers/employee-assistance-program-resources) ] (Agency Mass Mailer, 10/22)
- [ [HYPERLINK "https://work.epa.gov/mass-mailers/join-epas-deia-implementation-team-they-discuss-executive-order-14035-diversity-equity"](https://work.epa.gov/mass-mailers/join-epas-deia-implementation-team-they-discuss-executive-order-14035-diversity-equity) ] (Deputy Administrator, 10/22)

### **Executive Order 14043 – Proof of Vaccination Due by November 3**

- The next steps in the implementation of [ [HYPERLINK "https://www.whitehouse.gov/briefing-room/presidential-actions/2021/09/09/executive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees/"](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/09/09/executive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees/) ] –



*Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* – are underway at EPA.

- The EO and Safer Federal Workforce Task Force [ [HYPERLINK "https://www.saferfederalworkforce.gov/faq/vaccinations/"](https://www.saferfederalworkforce.gov/faq/vaccinations/) ] requires the collection of information from all employees to document vaccination against COVID-19.
- The Office of Mission Support developed a secure portal ([ [HYPERLINK](#)

#### **Ex. 6 Personal Privacy (PP)**

9b98d6bca7b156" ]) for all employees to enter information on their vaccination status and to upload proof of vaccination. This information will be securely retained and will have limited access.

- Employees are required to log into the portal and upload information no later than Wednesday, November 3, 2021.
- There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical or sincerely held religious belief. Please see the [ [HYPERLINK "https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination"](https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination) ] for information on the exception process for employees. Additional communication will be coming to Agency supervisors on this process.
- [ [HYPERLINK](#)

## **Ex. 6 Personal Privacy (PP)**

1L" ] have been posted to the Supervisor SharePoint site.

### **November Outreach and Panel Discussions**

- The Shared Service Centers, in collaboration with the Office of Human Resources, are hosting an outreach and panel discussion for Veterans on [ [HYPERLINK](#)

## **Ex. 6 Personal Privacy (PP)**

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## **Ex. 6 Personal Privacy (PP)**



- The SSCs will solicit applications from eligible audience members who wish to be considered for EPA positions non-competitively. These applications will be used to stock a Veterans' Repository that will be made available to hiring managers across the agency where you can review and select candidates (in addition to Peace Corps and Schedule A Repositories). Use of these resume repositories can speed up the hiring process. Contact [ [HYPERLINK "mailto:%20griffin.ciera@epa.gov" \] if you are interested in leveraging this service.](mailto:%20griffin.ciera@epa.gov)
- From January 15-26, the SSCs will also hold a Minority Serving Institutions Webinar Series for Students and Recent Graduates.
- EPA managers are encouraged to advertise student and recent graduate vacancies during this time and to prepare for upcoming webinars in the new year targeting Pathways positions. This will ensure that the agency is in the best position to hire "Class of 2022" graduates and students when the spring semester ends.

### **Performance Appraisals**

- **PARS End-of-Year Close-out Training:** Useful Best Practices and Tips for PARS discussions are shared. Recorded training sessions for Supervisors and Employees are posted [ [HYPERLINK](#)

## **Ex. 6 Personal Privacy (PP)**

- **Important Performance Management Dates:**
  - September 30, 2021 – End of the FY 2021 performance cycle.
  - November 1, 2021 – FY **2021** performance reviews for all GS employees are completed and ratings must be entered in USA Performance and FY **2022** performance plans must be established in USA Performance.
  - November 3, 2021 – The Performance Management Team will run a compliance report to identify employees without end of year ratings. Offices and Regions not 100 percent compliant will be required to submit an End of Year Exceptions form.
- **Performance Management Team Office Hours:** Throughout the PARS year-end close out, the Performance Management Team will be available for Virtual Office Hours each Wednesday at 2pm for employees and supervisors to ask any questions.

### **Federal Employee Health Benefits (FEHB):**

- The FEHB Open Season for health insurance, dental and vision insurance, voluntary leave bank membership and flexible spending accounts runs from November 8, 2021, through December 13, 2021.
- Open season is for employees to enroll, change or terminate health care coverage. Employees may enroll in, change, or cancel an existing enrollment in the following plans:
  - [ [HYPERLINK "https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/" \]](https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/)
  - [ [HYPERLINK "https://www.benefeds.com/education-support/dental-vision" \]](https://www.benefeds.com/education-support/dental-vision)



- [ HYPERLINK "https://www.benefeds.com/education-support/dental-vision" ]
- [ HYPERLINK "https://intranet.epa.gov/ohr/benefits/leavebank/leave-bank-policies-guidelines.html" ]
- [ HYPERLINK "https://www.fsafeds.com/enroll/open-season" ] – *Enroll in a health care or dependent care account. Enrollments do not continue from year to year. Employees MUST re-enroll in FSAFEDS each year to participate.*
- If you are satisfied with your current plan no action is necessary (except FSAs). Visit [ HYPERLINK "https://www.employeeexpress.gov/" ] to make changes to your health, dental or vision plan.
- A Virtual Health Fair is available to all employees from November 8 through December 13. [ HYPERLINK "https://vshow.on24.com/vshow/FVBF20/registration/18051" ] to download 2022 plan brochures, watch videos, register for webinars and more. [ HYPERLINK "https://vshow.on24.com/vshow/FVBF20/registration/18051" ] to participate in a live chat session with insurance carriers on November 12, November 19, December 1, and December 8.
- If you have questions or need assistance please visit EPA’s [ HYPERLINK "https://www.epa.gov/privacy" ] or contact your organization’s [ HYPERLINK "https://www.epa.gov/privacy" ] (connect to VPN).

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### **EPA Agile 101 Training Series**

- Agile 101 Training Series now available in FedTalent.
- This new video-based training series consists of nine learning modules plus knowledge quizzes.
- This training is intended for anyone with little to no understanding of Agile frameworks, or those looking to refresh their Agile knowledge.
- Agile methodologies focus on the process of “HOW” the work that you perform each day, can be done more efficiently and with greater realized benefits.
- You will discover how to adopt a more Agile mindset for yourself and your team. You will also learn introductory Lean-Agile topics like Systems Thinking, Scrum basics, becoming a Servant Leader, how to utilize EPA’s suite of Atlassian tools and much more.
- The entire training series is expected to take roughly one hour to complete. Completion of this course provides 1 CEU credit. [ HYPERLINK "https://epafedtalent.ibc.doi.gov/course/view.php?id=15234" ].
- Visit the [ HYPERLINK "https://www.epa.gov/privacy" ] for more resources including information on hands-on coaching and tailored Agile training for your Scrum team. EPA’s Agile Coaching and Training contract offers Agile training to all program and regional offices. Complete the “Request Training” form to get started.
  - **Agile Coaching:** Developing teams, mentoring Product Owners, and advising managers in Agile methodologies.

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- **Agile Training and Workshops:** For individuals and teams to increase agile maturity (e.g., Agile 101 training, Agile training for executives, detailed training for project managers).
- For questions or support, email [ [HYPERLINK "mailto:agile@epa.gov"](mailto:agile@epa.gov) ].

### **Learn new skills with Office 365 (O365) training**

- EPA's Office 365 (O365) Training Program will host new Microsoft O365 training classes again in November. Finish 2021 strong with a new Microsoft training, and join us for the following upcoming classes:
  - **Microsoft Outlook Level 200** – Learn how to use Outlook to keep daily schedules, communicate, collaborate and stay organized using advanced features and tools.
    - [ [HYPERLINK](#) ]
    - Ex. 6 Personal Privacy (PP)**
    - [ [HYPERLINK](#) ]
    - Ex. 6 Personal Privacy (PP)**
  - **Microsoft PowerPoint Level 200** – Understand and practice themes in PowerPoint. Also learn advanced transitions and animations and alternative slide formats.
    - [ [HYPERLINK](#) ]
    - Ex. 6 Personal Privacy (PP)**
    - [ [HYPERLINK](#) ]
    - Ex. 6 Personal Privacy (PP)**
  - **Microsoft Stream Level 100** – Learn how to view, manage, edit and share videos and use integrations across Microsoft 365. Also learn to make videos engaging with a survey, poll or quiz.
    - [ [HYPERLINK](#) ]
    - Ex. 6 Personal Privacy (PP)**
    - [ [HYPERLINK](#) ]
    - Ex. 6 Personal Privacy (PP)**
- Visit the [ [HYPERLINK](#) ] **Ex. 6 Personal Privacy (PP)** to register for the training classes. Click the link in the calendar event or [ [HYPERLINK](#) ]

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directly (connect to VPN to access FedTalent).

All courses are available to all employees at no cost!

- If you have questions, please contact the following:
  - About the O365 Training Program, contact [ [HYPERLINK "mailto:O365TrainingProgram@epa.gov"](mailto:O365TrainingProgram@epa.gov) ].
  - One-on-one assistance with O365 tools, call the How-to Help Center at 866-411-4372, Option 6.
  - Technical assistance with O365 tools, contact the Enterprise IT Service Desk (EISD) at 1-866-411-4372, option 3.

**People Plus Role-Based Training**

- To date, 1089 individuals took Employee, Supervisor or Timekeeper PeoplePlus role-based training.
- If you were not able to attend one of the live training sessions, you could still benefit by receiving training information online.
- All slide decks and recordings will be posted here: [ [HYPERLINK](#)

**Ex. 6 Personal Privacy (PP)**

**FY 2022 Budget**

- Congress is still negotiating EPA's FY 2022 annual appropriations levels.
- EPA's FY 2022 President's Budget proposal included \$11.2 FY 2022 in EPA funding, a \$2 billion (+21%) increase from the 2021 enacted level.
- In July, the House proposed \$11.34 billion in EPA funding, a \$2.11 billion (+23%) increase from the FY 2021 enacted level and \$110.8 million above the EPA President's Budget request level.
  - Link to House Bill: [ [HYPERLINK "https://www.congress.gov/117/bills/hr4372/BILLS-117hr4372rh.pdf"](https://www.congress.gov/117/bills/hr4372/BILLS-117hr4372rh.pdf) ].
  - Link to House Report: [ [HYPERLINK "https://www.congress.gov/117/crpt/hrpt83/CRPT-117hrpt83.pdf"](https://www.congress.gov/117/crpt/hrpt83/CRPT-117hrpt83.pdf) ]
- On October 18, the Senate Appropriations Committee proposed \$10.54 billion in EPA funding, a \$1.3 billion (+15%) increase from the FY 2021 enacted level, but almost \$700 million below the FY 2022 President's Budget request.
  - Link to Senate Bill: [ [HYPERLINK "https://www.appropriations.senate.gov/imo/media/doc/INTFY2022\\_Final.PDF"](https://www.appropriations.senate.gov/imo/media/doc/INTFY2022_Final.PDF) ].
  - Link to Senate Report: [https://www.appropriations.senate.gov/imo/media/doc/INTRept\\_FINAL.PDF](https://www.appropriations.senate.gov/imo/media/doc/INTRept_FINAL.PDF)
- Even though a top line budget agreement is not finalized, House and Senate appropriations committees are beginning Conference negotiations.
  - Their first step will be to look to reconcile report language differences such as agency directives and reporting requirements.
  - We anticipate this process to continue over the next several weeks.

**FY 2022 Continuing Resolution**

- Congress passed a Continuing Resolution funding the government through December 3, 2021.



- OCFO has provided CR funds to the Agency and issued CR guidance that can be found on the OCFO OB Control Team SharePoint site here: [ [HYPERLINK](#)

**Ex. 6 Personal Privacy (PP)**

- When operating under a CR, please remember that Congress is still deliberating on FY 2022 funding levels, final budget amounts may differ from CR levels, and potential program eliminations or new program authorizations are not yet in place.
- Programs should spend prudently and avoid actions that could be construed as signaling increases or decreases and not implement new programs, initiatives, or activities.

### **Preparing for the Infrastructure Bill**

- The proposed Senate infrastructure bill and President's Build Back Better proposals provide historic opportunities for EPA to protect the environment.
- The Senate infrastructure bill includes \$60.9 Billion of investments over five years for drinking and wastewater systems, geographic programs, Superfund and Brownfields and targeted investments such as eliminating lead in pipes and clean buses.
- The Build Back Better proposals are being negotiated but include additional environmental investments.
- Although Congress has not passed the final bills, the Agency is preparing now to manage these large-scale investments.
- OCFO, OGC, OA, and OMS are working closely with NPMs and Lead Regions to plan how to implement the programs effectively and efficiently, organize administrative, budget, and fiduciary controls, craft performance measures, and prepare for reporting.

### **Interim Agency Guidance for Developing FY 2022 Internal Measures**

- On October 20, 2021, Kathy O'Brien, director of OCFO's Office of Planning, Analysis, and Accountability, sent interim guidance to the Agency planning community for developing FY 2022 internal measures.
- By November 5, Bowling Chart Owners should submit a template listing FY 2021 bowling chart measures that will continue in FY 2022.
- The November schedule for October results submissions has been adjusted to accommodate this effort, with final October results due November 30.
- OCFO will provide additional technical guidance on the development of metric details and target setting soon.



Message

**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 11/3/2021 7:45:13 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** Today: Deadline for EPA Federal Employees to Submit Vaccination Information



Colleagues,

Thank you for your responsiveness to my [mass mailer](#) on the implementation of [Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#). Today is the last day for EPA employees to submit vaccination information and documentation. To date, we've had more than 81% of EPA employees enter their vaccination information.

In accordance with [federal guidance](#) on implementation of Executive Order 14043, the agency is required to collect vaccination documentation from all EPA **federal** employees. To comply with this requirement, all federal employees must log into the [EPA Vaccination Attestation secure portal](#), enter information on their vaccination status, and upload proof of vaccination. This requirement must be completed **no later than Wednesday, November 3**.

### Reporting Vaccination Information

Before logging into the portal, review the [Report Vaccination Status intranet page](#). The page has quick reference guides for taking a photo of your vaccination documentation using your [EPA laptop](#) or [EPA-issued mobile device](#), as well as a [detailed walkthrough for uploading your vaccination information to the secure portal](#). The resources include how to:

1. Log on to the secure portal.
2. Know that your vaccination documentation is attached correctly before clicking submit.
3. Know if your submission was received.

**Please do not submit your vaccination documentation anywhere other than the [EPA Vaccination Attestation secure portal](#).**

### Medical and Religious Accommodation Process

There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical reasons or a sincerely held religious belief. Employees requesting an accommodation must access [the portal](#) and choose the option indicating that you have requested an accommodation. **The portal is not the procedure to formally request a medical or religious accommodation.**

To formally request a medical or religious accommodation, please send your request to [DisabilityAccommodations@epa.gov](mailto:DisabilityAccommodations@epa.gov) for an accommodation due to medical reasons or to [ReligiousAccommodations@epa.gov](mailto:ReligiousAccommodations@epa.gov) for a religious accommodation. Employees will receive further



instructions from the agency team on next steps regarding their specific accommodation request. Vaccination timelines and compliance requirements will be paused for all employees during the adjudication of their accommodation request.

For more information on the accommodations process, please review the [EPA Medical and Religious Accommodation Process](#).

### **Vaccination Deadline**

The deadline to become fully vaccinated is November 22, 2021. The vaccination requirement applies to all federal employees, [including those on maximum telework or working remotely](#).

EPA will begin enforcing compliance of [Executive Order 14043](#) on November 9, 2021. Employees who fail to initiate an accommodation request and/or fail to confirm vaccination status pursuant to agency instructions [may be subject to discipline](#), up to and including removal from federal service.

### **Additional Reminders and Resources**

- The safety of our employees is the top priority for the agency. Being vaccinated protects you and the people around you. All available COVID-19 vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19, including from the Delta variant. If you need to find a COVID-19 vaccine near you, use [vaccines.gov](#) or text your ZIP code to 438829.
- The Office of Research and Development and the Office of Mission Support developed [important educational resources](#) to help employees understand the mandatory vaccination requirement timeline and EPA's vaccine documentation collection. Please check these educational resources designed to help employees understand the mandatory [vaccination requirement timeline](#), vaccine documentation collection, and to build vaccine confidence amongst those that are hesitant to get vaccinated.

We will keep you advised of any updates or changes to safety protocols, and if you have any questions, please contact the [EPA COVID-19 Coordination Team](#).

Be Well and Stay Safe,

Lynnnann Hitchens  
Acting Principal Deputy Assistant Administrator



Message

**From:** Coomber, Robert [coomber.robert@epa.gov]  
**Sent:** 12/13/2021 2:29:01 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; COVID Coordination and Collaboration Team [COVIDCoordinationAndCollaborationTeam@epa.gov]  
**CC:** Hublar, Jennifer [Hublar.Jennifer@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]  
**Subject:** RE: Workplace Safety Plan -- final showstopper review  
**Attachments:** Dec 2021 Safety Plan MM ver 2 RDC.docx

## Ex. 5 Deliberative Process (DP)

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Friday, December 10, 2021 1:17 PM  
**To:** COVID Coordination and Collaboration Team <COVIDCoordinationAndCollaborationTeam@epa.gov>  
**Cc:** Hublar, Jennifer <Hublar.Jennifer@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>  
**Subject:** Workplace Safety Plan -- final showstopper review

Marilyn is out today, so I thought I would pass along this information from OMB:

## Ex. 5 Deliberative Process (DP)

Marilyn will work with Kimberly to **Ex. 5 Deliberative Process (DP)** Please take a final look at this, and let Marilyn know if you see any issues, inconsistencies, or if you have any additional questions **by NOON MONDAY 12/13**. Marilyn has the pen from this point forward – there will be a final Word version by COB Monday, prep for internet/intranet posting on Tuesday, and issuance via Mass Mailer on 12/15.

Please take a look at the COVID intranet site and see if any of the information pages (besides the intranet page containing the current plan) are not in alignment with the new plan. Please flag any issues for Shakeba by COB 12/13.

I've also attached the mass mailer under review by OPA. There are a number of new changes – please let Shakeba know by COB Monday if anything else should be highlighted in the mailer – like contractor entry procedures?

Thanks all – great work on this!!!

Thanks,

Lynnann

Lynnann Hitchens  
Acting Principal Deputy Assistant Administrator  
Office of Mission Support  
US EPA  
P: 202-564-3184  
M: 202-617-0738



**From:** EISD [eisd@epa.gov]  
**Sent:** 9/14/2021 5:39:42 PM  
**To:** Cascio, Wayne [Cascio.Wayne@epa.gov]  
**Subject:** Certification of Vaccination

**Please select the status below that coincides with your COVID-19 vaccination status.**

I am fully vaccinated for COVID-19

Personnel are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

I am not yet fully vaccinated for COVID-19

Personnel are considered "not yet fully vaccinated" if they have received their first dose of the Moderna or Pfizer vaccine, and their second appointment is scheduled, or if they received their final dose of a vaccine [e.g. the second dose of a two-dose vaccine (e.g. Pfizer or Moderna) or their single dose of a one-dose vaccine (e.g. Johnson & Johnson/Janssen)] less than two weeks ago.

I have not been vaccinated for COVID-19

Personnel are considered not vaccinated if they have not received any dose of a COVID-19 vaccination. Personnel are not required to provide a reason for not being vaccinated.

I decline to respond

Personnel may choose not to provide their vaccination status for any reason at this time.

### **Effects of Certification of Vaccination or Failure to Respond**

Providing this information is voluntary. However, per the Safer Federal Workforce Taskforce, personnel who are not fully vaccinated will be subject to enhanced workplace safety protocols, including with respect to face coverings, physical distancing, travel, quarantine, and at least weekly COVID-19 testing if they are entering the workplace. Personnel who decline to provide their vaccination status or do not send a response to this form will be assumed to be not fully vaccinated for purposes of application of the workplace safety protocols. Note that personnel who are not yet fully vaccinated will be treated as not fully vaccinated (e.g. subject to enhanced workplace safety protocols) until they are at least two weeks past their final COVID-19 vaccination dose. Personnel whose vaccination status changes (e.g. personnel who become fully vaccinated and/or wish to update their response) should return to this email and resubmit their vaccination status.

### **Attestation of Accuracy of Response**

By responding to this form, I attest that I understand that a knowing and willful false statement on this submission can be punished by fine or imprisonment or both (18 U.S.C. 1001). Checking "I decline to respond" does not constitute a false statement. I understand that making a false statement on this response could result in additional administrative action including an adverse personnel action up to and including removal from my position.

### **PRIVACY ACT STATEMENT**



**Authority:** EPA is authorized to collect the information requested on this form pursuant to Executive Order 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing* (Jan. 20, 2021); Executive Order 12196, *Occupational Safety and Health Program for Federal Employees* (Feb. 26, 1980); and 5 U.S.C. chapters 63 , and 79.

**Purpose:** This information is being collected and maintained to promote the safety of Federal buildings and the health and safety of the Federal workforce consistent with the above-referenced authorities, the *COVID-19 Workplace Safety: Agency Model Safety Principles* established by the Safer Federal Workforce Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. This information may be used to determine the workplace safety requirements for Agency personnel.

**Routine Uses:** This information may be disclosed to Agency employees with a need to know, and, per the routine uses found in the system of records notice associated with this collection of information, EPA-89, Public Health Emergency Workplace Response System, 86 Fed. Reg. 34738 (June 30, 2021), available at <https://www.federalregister.gov/documents/2021/06/30/2021-13989/privacy-act-of-1974-system-of-records>. For example, Routine Use disclosures may be made to: appropriate public health authorities to address communicable disease exposures and to satisfy applicable reporting requirements; to Federal, State, local, tribal or foreign government agencies to combat significant public health threats; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding administrative proceedings; to contractors, grantees, or volunteers as necessary to perform their duties for the Federal Government; and as necessary and relevant in the course of litigation or for law enforcement purposes.

**Voluntary Disclosure and Consequences of Failure to Provide Information:**

Providing this information is voluntary. However, if you fail to provide this information, you will be treated as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.

Visit the [End User Portal](#) for additional services, or call the Enterprise IT Service Desk at 1-866-411-4372 or your Regional Help Desk.

Ref:MSG9520737\_roJLzjOdokPXcCtJmerj



Message

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**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 1/13/2022 4:51:36 PM  
**To:** Career\_Deputy\_Assistant\_Administrators  
Career\_Deputy\_Regional\_Administrators  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Letter of Counseling  
**Attachments:** Letter of Counseling - EO 14043 (AM 1-13-2022 3 edits).pdf

**Ex. 6 Personal Privacy (PP)**

DAAs/DRAs - Per our prior discussion, sharing a copy of the Letter of Counseling that will be issued to remaining non-compliant employees. Initial round of letters will be issued today. As of this morning there were [ ] non-compliant employees slated to receive the letter. Let me know if you have any questions.

-Arron

Arron E. Helm  
Acting Deputy Assistant Administrator for ARM  
Office of Mission Support  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
(919) 541-4252 (Office)  
(919) 672-2148 (Mobile)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
RESEARCH TRIANGLE PARK

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."



Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/7/2021 3:38:39 PM  
**To:** Career\_Deputy\_Assistant\_Administrators [Career\_Deputy\_Assistant\_Administrators@epa.gov]; Leadership\_Deputy\_Regional\_Administrators [Leadership\_Deputy\_Regional\_Administrators@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Sheehan, Charles [Sheehan.Charles@epa.gov]; Frace, Sheila [Frace.Sheila@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Cherry, Katrina [Cherry.Katrina@epa.gov]; Cascio, Wayne [Cascio.Wayne@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Brincks, Mike [brincks.mike@epa.gov]; Buhl, Rick [Buhl.Rick@epa.gov]; Schreyer, Andrew [Schreyer.Andrew@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Blevins, John [Blevins.John@epa.gov]  
**CC:** Williamson, Anahita [Williamson.Anahita@epa.gov]; Pace, Donald [Pace.Donald@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]  
**Subject:** RE: Operations Meeting  
**Attachments:** vaccine communication\_final draft 10 7 2021.docx

For today's Operations Call, we have two agenda topics –

- 1) Status of Contractor Vaccination Mandate/Attestation and implementation of the Visitor Attestation requirement
- 2) Communication and Education process with unvaccinated employees (draft initial communication attached)

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator  
Office of Mission Support  
US EPA  
P: 202-564-3184  
M: 202-617-0738*

-----Original Appointment-----

**From:** Gantt, Melissa **On Behalf Of** Hitchens, Lynnann  
**Sent:** Thursday, July 29, 2021 4:25 PM  
**To:** Hitchens, Lynnann; Career\_Deputy\_Assistant\_Administrators; Leadership\_Deputy\_Regional\_Administrators; Helm, Arron; Collard, Erin; Kamen, Mara; Sheehan, Charles; Frace, Sheila; Wesley Carpenter (Carpenter.Wesley@epa.gov); Cherry, Katrina; Cascio, Wayne; Starfield, Lawrence; Brincks, Mike; Buhl, Rick; Schreyer, Andrew; Breen, Barry; Patrick, Kimberly; Yvette Jackson; Jablonski, Janice; Blevins, John  
**Cc:** Williamson, Anahita (Williamson.Anahita@epa.gov); Pace, Donald; Steenbock, John  
**Subject:** Operations Meeting  
**When:** Thursday, October 7, 2021 1:00 PM-1:45 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Microsoft Teams Meeting

If you are not available for this meeting and need to delegate attendance within your organization, please reach out to Melissa Gantt with the specific dates.

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Microsoft Teams meeting



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Message

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**From:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
on behalf of Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/7/2021 9:29:15 PM  
**To:** Leadership\_Assistant\_Administrators [Leadership\_Assistant\_Administrators@epa.gov]; Hoffer, Melissa [Hoffer.Melissa@epa.gov]; O'Donnell, Sean [ODonnell.Sea@epa.gov]; Amin, Faisal [Amin.Faisal@epa.gov]; Utech, Dan [Utech.Dan@epa.gov]; Leadership\_Associate\_Administrators [Leadership\_Associate\_Administrators@epa.gov]; Leadership\_Regional\_Administrators [Leadership\_Regional\_Administrators@epa.gov]  
**CC:** Leadership\_Deputy\_Assistant\_Administrators [Leadership\_Deputy\_Assistant\_Administrators@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Blythers, Dorian [Blythers.Dorien@epa.gov]; Cassady, Alison [Cassady.Alison@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]  
**Subject:** Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements for Entry into EPA Facilities, On-Site Contractors, and Visitors  
**Attachments:** Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements.pdf; Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements - Attachment EPA\_CertificationVaccination.pdf

## **MEMORANDUM**

**SUBJECT:** Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements for Entry into EPA Facilities, On-Site Contractors, and Visitors

**FROM:** Lynnann Hitchens, Acting Principal Deputy Assistant Administrator//signed//

**TO:** Assistant Administrators  
General Counsel  
Inspector General  
Chief Financial Officer  
Chief of Staff  
Associate Administrators  
Regional Administrators

In Executive Order 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the federal government. On September 13, 2021, the Task Force issued updated model safety principles (previously updated July 29, 2021) for federal agencies to incorporate into their existing COVID-19 workplace safety plans. The Task Force guidance is tailored to three categories of persons: (1) federal employees and contractors, (2) general visitors, and (3) members of the public obtaining and/or seeking a service or benefit.

The Task Force has directed federal agencies to incorporate principles on vaccination attestation—and, in the case of federal contractors and visitors, testing status—into their workplace safety plans. To that end, the Federal Protective Service (FPS) recently provided guidance to standardize the implementation of these workplace safety efforts at FPS-protected federal facilities. Through this memo, EPA is extending this guidance to *all* facilities with controlled access.

In accordance with the guidance, signage will be posted at each facility entry point to notify all occupants and the public that a completed Certification of Vaccination form (Attached) is required for entry unless the individual is obtaining a public service or benefit. GSA has begun posting signs in GSA-owned facilities. Signage will be provided for use at EPA-owned facilities.

- EPA federal contractors (prime contractors and subcontractors) and visitors seeking access to an EPA facility must print and bring with them a completed Certificate of Vaccination form (attached).



- Documentation of a negative COVID-19 test taken within 3 days of arrival to the facility is also required for anyone who is **not** fully vaccinated (click here for a definition of “fully vaccinated.”)
- Local security personnel will verify with the individual requesting entry to the facility that they have read the posted signage, have the appropriate documentation and, upon affirmation, will allow the visitor or contractor to enter the facility.
- Federal contractors and subcontractors may be asked to show (not submit) their required documentation to a federal employee who oversees their work.
- Visitors may be asked to show (not submit) their required documentation to the federal employee with whom they are visiting.
- If a contractor or visitor discloses that they are not fully vaccinated or declines to complete the Certification of Vaccination form, those individuals will be treated as not fully vaccinated for purposes of implementing safety measures according to CDC guidance, which require mask wearing, physical distancing and proof of a negative COVID-19 test.
- Individuals who are not fully vaccinated must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance regardless of community transmission level.
- To the extent practicable, individuals who are not fully vaccinated should always maintain a distance of at least 6 feet from others, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and workspaces.
- In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings.
- Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons.

The requirements related to the provision of information about vaccination and proof of a recent negative COVID-19 test do not apply to members of the public entering EPA space for the purpose of obtaining a public service or benefit. If those seeking service from EPA are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people. Examples of public services or benefits offered by the EPA include the following:

- EPA Docket Center and Reading Room
- Use of Library Facilities
- Use of Credit Union or Childcare facilities contained within EPA space and not accessible outside of the EPA facility.

As EPA facilities differ in how access to EPA space is gained, each location will need to adapt practices to meet the standards above. Facility Designated Officials will also put in place verification processes to ensure that individuals’ affirmed vaccine status is consistent with their access to the facility. These procedures will be effective by October 15, 2021, or sooner, and are in place pending the full implementation of Executive Order 14042.

Please note that the Office of Acquisition Solutions will notify EPA’s federal contractor community of this interim guidance. EPA intends to fully implement the Task Force’s COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors resulted from Executive Order 14042, including modifying existing contracts above the Simplified Acquisition Threshold.

Thank you for your continued support as we navigate this process. If you have any questions, please email the EPA COVID-19 Coordination Team.

Attachment:



## Certification of Vaccination

cc: Deputy Assistant Administrators  
Mission Support Division Directors  
Deputy Chief of Staff  
Kimberly Patrick, OAS Director  
Yvette Jackson, OA Director



Message

---

**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 9/14/2021 8:39:21 PM  
**To:** Career\_Deputy\_Assistant\_Administrators [Ex. 6 Personal Privacy (PP)]; Career\_Deputy\_Regional\_Administrators [Ex. 6 Personal Privacy (PP)];  
**CC:** Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** FW: Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”  
**Attachments:** Response to Internal Questions - Final 91421.docx

Good Afternoon –

Please see the attached document that was distributed to the agency acquisition community. Please let Kimberly know if you have any questions.

Thanks,

Lynnann

Lynnann Hitchens  
Acting Principal Deputy Assistant Administrator  
Office of Mission Support  
US EPA  
P: 202-564-3184  
M: 202-617-0738

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**From:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Sent:** Tuesday, September 14, 2021 3:42 PM  
**To:** OCFO-SROs [Ex. 6 Personal Privacy (PP)]; OMS-ARM-OAS-LEADERSHIP MEETING [Ex. 6 Personal Privacy (PP)]; [Ex. 6 Personal Privacy (PP)]; OMS-ARM-OAS\_RAMs [Ex. 6 Personal Privacy (PP)]; Regional Mission Support Division - Directors [Ex. 6 Personal Privacy (PP)]; Regional Mission Support Division - Deputy Directors [Ex. 6 Personal Privacy (PP)]; Hunter, Dawone <Hunter.Dawone@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>; Hyde, Courtney <Hyde.Courtney@epa.gov>; Marusiak, Eleanor <Marusiak.Eleanor@epa.gov>; Roberts, Timothy-P <Roberts.Timothy-P@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Moore, Deon <Moore.Deon@epa.gov>; Hall, Joseph <Hall.Joseph@epa.gov>; Durrant, Patricia <Durrant.Patricia@epa.gov>; Burton, Shelandra <Burton.Shelandra@epa.gov>; Connell, Lenore <Connell.Lenore@epa.gov>; Nolte, Christopher <Nolte.Christopher@epa.gov>; Miles, Nicole <Miles.Nicole@epa.gov>; Wilbur, Jennifer <Wilbur.Jennifer@epa.gov>; Slaughter, Dorothy <Slaughter.Dorothy@epa.gov>; Gillikin, Pamela <Gillikin.Pamela@epa.gov>; Brinkmiller, Michael <Brinkmiller.Michael@epa.gov>; Brown, Dawn <Brown.Dawn@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr.Robbin@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Murphy, Yvonne <Murphy.Yvonne@epa.gov>; Flemming, Tongee <flemming.tongee@epa.gov>  
**Cc:** Pakula, Kenneth <Pakula.Kenneth@epa.gov>; McGraw, Sara <McGraw.Sara@epa.gov>; Rutland, Jade <Rutland.Jade@epa.gov>; Vaughn, Celia <Vaughn.Celia@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Brown, Dawn <Brown.Dawn@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”

Good Afternoon Acquisition Community,



On September 9, 2020, Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors” was issued. This Executive Order was issued with the following purpose,

“to promote economy and efficiency in Federal procurement by ensuring that the parties that contract with the Federal Government provide adequate COVID-19 safeguards to their workers performing on or in connection with a Federal Government contract...These safeguards will decrease the spread of COVID-19, which will decrease worker absence, reduce labor costs, and improve the efficiency of contractors and subcontractors at sites where they are performing work for the Federal Government. Accordingly, ensuring that Federal contractors and subcontractors are adequately protected from COVID-19 will bolster economy and efficiency in Federal procurement.”

I am certain that this Executive Order has generated lots of questions internally and from the contractor community. Attached please find a document that summarizes the key points of the Executive Order, and information about where we currently are with implementation. Please share this document internally, only, with your CORs and COs. If you have any questions, please do not hesitate to ask.

***Kimberly Y. Patrick,***  
***Senior Procurement Executive and Director***

EPA Office of Acquisition Solutions  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004  
Phone: (202) 564-4310  
Cell: (202) 816-1928  
Fax: (202) 565-2475  
Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)

***OAS...Advancing EPA's Mission Through Acquisitions!***



Message

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**From:** Cascio, Wayne [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A1BD931CA2F84EA8AC2F4C44538F3589-CASCIO, WAYNE]  
**Sent:** 12/14/2021 11:23:56 AM  
**To:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**CC:** Hublar, Jennifer [Hublar.Jennifer@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]; COVID Coordination and Collaboration Team [Ex. 6 Personal Privacy (PP)]  
**Subject:** RE: Reminder: Workplace Safety Plan -- final review

Marilyn- I've reviewed all of the attachments. Everything looks good. You all have done an amazing job.

I do have one comment regarding the MM. [Ex. 5 Deliberative Process (DP)]

## Ex. 5 Deliberative Process (DP)

Wayne E. Cascio, MD (he/him/his, [mypronouns.org](https://mypronouns.org)) | Acting Principal Deputy Assistant Administrator for Research and Development | Office of Research and Development | U.S. Environmental Protection Agency | Research Triangle Park, NC 27711 | Phone: 919.541.2508 | Cell: 919.627.3762 |

---

**From:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>  
**Sent:** Monday, December 13, 2021 1:47 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; COVID Coordination and Collaboration Team [Ex. 6 Personal Privacy (PP)]  
**Cc:** Hublar, Jennifer <Hublar.Jennifer@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>  
**Subject:** Re: Reminder: Workplace Safety Plan -- final review

All: attached is the final plan without markup and with the added OMB language and a link to the new Special Notice from OAS re implementation of EO 14042 (reviewed and ok'd by Kimberly).

Regards!  
Marilyn Braxton  
Chief of Staff | Office of Mission Support

Sent from my iPhone

On Dec 13, 2021, at 8:24 AM, Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov> wrote:

Good Morning,

**Gentle reminder** if you have comments on the mailer and/or COVID intranet site, please send them to me by noon today.

Thanks!  
Shakeba



---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>

**Sent:** Friday, December 10, 2021 1:17 PM

**To:** COVID Coordination and Collaboration Team

**Ex. 6 Personal Privacy (PP)**

**Cc:** Hublar, Jennifer <Hublar.Jennifer@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>

**Subject:** Workplace Safety Plan -- final showstopper review

Marilyn is out today, so I thought I would pass along this information from OMB:

*Our Task Force team has concluded its review and provides its approval of the (attached) Environmental Protection Agency's updated Workplace Safety Plan. Please review prior to posting and ensure the fonts match, the track changes are resolved, and the comments are removed. We note that the added statement on implementation of EO 14042 "In implementing Executive Order 14042, EPA will comply with all relevant court orders, including by following relevant OMB and Safer Federal Workforce Task Force guidance" must be included in the final plan.*

Marilyn will work with Kimberly to incorporate the additional EO 14042 sentence, per OMB's guidance. Please take a final look at this, and let Marilyn know if you see any issues, inconsistencies, or if you have any additional questions **by NOON MONDAY 12/13**. Marilyn has the pen from this point forward – there will be a final Word version by COB Monday, prep for internet/intranet posting on Tuesday, and issuance via Mass Mailer on 12/15.

Please take a look at the COVID intranet site and see if any of the information pages (besides the intranet page containing the current plan) are not in alignment with the new plan. Please flag any issues for Shakeba by COB 12/13.

I've also attached the mass mailer under review by OPA. There are a number of new changes – please let Shakeba know by COB Monday if anything else should be highlighted in the mailer – like contractor entry procedures?

Thanks all – great work on this!!!

Thanks,

Lynnann

Lynnann Hitchens

Acting Principal Deputy Assistant Administrator

Office of Mission Support

US EPA

P: 202-564-3184

M: 202-617-0738



Message

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**From:** Cascio, Wayne [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A1BD931CA2F84EA8AC2F4C44538F3589-CASCIO, WAYNE]  
**Sent:** 3/2/2022 11:05:40 AM  
**To:** Patrick, Kimberly [Patrick.Kimberly@epa.gov]  
**Subject:** RE: Draft Mass Mailer for new Task Force Guidance  
**Attachments:** Mass Mailer New Guidance - Draft - 3-1-22\_WEC.docx

Good morning Kimberly – The text looks great. I have one minor edit for you to consider in the introduction. Wayne

Wayne E. Cascio, MD ([he/him/his, mypronouns.org](https://he/him/his/mypronouns.org)) | Director, Center for Public Health and Environmental Assessment | Office of Research and Development | U.S. Environmental Protection Agency | Research Triangle Park, NC 27711 | Phone: 919.541.2508 | Cell: 919.627.3762 |

**CPHEA's Mission:** *To provide the science needed to understand the complex interrelationship between people and nature in support of assessments and policy to protect human health and ecological integrity.*

---

**From:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Sent:** Tuesday, March 01, 2022 7:16 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Blythers, Dorien <Blythers.Dorien@epa.gov>; Johnson, Arthur <Johnson.Arthur@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Middleton, Thora <Middleton.Thora@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Brown, Phil <Brown.Phil@epa.gov>; Hublar, Jennifer <Hublar.Jennifer@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Nichols, Nathanael <nichols.nathanael@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Draft Mass Mailer for new Task Force Guidance

Ok Everyone!

I took a stab at some language to accompany the new chart. Have at it! 😊

**Kimberly Y. Patrick,**  
**Principal Deputy Assistant Administrator**  
EPA Office of Mission Support  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
Phone: (202) 564-4300  
Cell: (202) 816-1928  
Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)



Message

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**From:** Cascio, Wayne [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A1BD931CA2F84EA8AC2F4C44538F3589-CASCIO, WAYNE]  
**Sent:** 9/20/2021 11:47:18 AM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Subject:** Re: Questions from employees on vaccination

Lynnann - Perfect! Thanks for sending. Looking forward to the response. Wayne

Sent from my iPhone

On Sep 20, 2021, at 7:32 AM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

We wanted to send forward a number of questions we received from employees for consideration of the Task Force:

Question: I am actively enrolled in a clinical trial with the Department of Defense that is developing a vaccine related to COVID19 and other coronavirus linked diseases. I understand that the executive order mandates vaccination to COVID19 for federal employees and contractors. As you are well aware, volunteers participating in clinical trials to develop novel vaccination approaches are critical. Unfortunately receiving an additional vaccination during the clinical trial would cause participants to be removed from the study and negatively impact the potential vaccine under development. I would like to ask that the policy implementing this EO considers this population. Federal employees or contractors who are volunteering to aid in the development of scientific solutions and clinical trials needed to overcome this (SARS-Cov2) and future threats should have an ability to continue to do so without risk of disciplinary actions.

If you'd like more details on the clinical trial I am participating in please see the Army press release. - <https://www.wrair.army.mil/node/636>

Question: I am wondering what I should mark down as my vaccination status. I received both shots of the Pfizer Vaccine in April 2021. However, my doctor had my antibody level checked and I do not have the antibodies and was told that I am "unvaccinated." I understand the definition for the attestation would have been mark "vaccinated" but I am medically "unvaccinated" and was told to act as though I never received the vaccine.

Question: I had COVID (positive test) in January then got the Moderna vaccine – I was fairly sick. The literature demonstrates that COVID+ plus a single dose of MRNA vaccine provides as much protection or more (antibody-wise) as two doses in a non-COVID person. Is there any consideration given to COVID+ plus single vaccine dose being considered vaccinated?

Thanks,

Lynnann



Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*



[Home](#) » [Mass Mailers](#) » Update on COVID Guidance and Future of Work Planning



## MESSAGE FROM THE DEPUTY ADMINISTRATOR

This email is being sent to EPA employees.

# Update on COVID Guidance and Future of Work Planning

**September 22, 2021**

Dear Colleagues,

I hope that you and your families are doing well and staying safe, as we move into fall, with school and other activities of life moving forward, or not, as the case may be. Life as we know it continues to evolve as we navigate the COVID-19 pandemic and while many things continue to be difficult, I know we will get through this and out the other side.

As part of my commitment to share regular communications with you about our ongoing plans, I have additional information to share with you. Information that I hope will address some of the questions we've received from you about vaccination requirements and EPA's "no-sooner-than" date.

## No Sooner Than Date and Notice to Employees

Since announcing the agency's projected "no-sooner-than" date in my [August 11 message](#), the agency has determined that based on the data, real-world conditions, and President Biden's recent vaccination mandate (more on that below), our previously projected "no-sooner-than" date of November 7, 2021, needs to be adjusted. While we don't have a new date at this time, we recognize that we need additional time to complete the plans necessary to ensure a thoughtful and safe return.

I do want you to know that we are still committed to providing 45 days advance notice of a return date. We continue to work with our union partners to meet the agency's bargaining obligations and thoughtfully develop the policies and procedures necessary to support the Future of Work at EPA, incorporating greater flexibility and the lessons learned during this time of maximum telework policies. EPA is taking the utmost care to ensure we are ready for this transition.

## Vaccination Guidance

I'm sure you are aware of President Biden's recent directive that, to protect the health and safety of the federal workforce, all federal employees will need to be fully vaccinated against the coronavirus by November 22, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. The Safer Federal Workforce Task Force has issued guidance about this directive, and I encourage you to read their [updated FAQs](#).

Data and experts tell us that vaccinations are the most effective tool to keep people safe and healthy in the face of this global health crisis. COVID-19 vaccines are widely available in the United States and significantly reduce the likelihood of hospitalization and death. For more information, including finding a vaccination site near you, visit [vaccines.gov](#).

To assist those employees who have not yet been vaccinated, we will soon send out a detailed timeline to ensure you understand the dates by which you need to be vaccinated to meet the November 22 deadline. Remember that employees can use duty time (up to four hours per dose) to get any COVID-19 vaccination dose.

We are also currently gathering information about vaccination status from all our employees. You should have received an email from the Enterprise IT Service Desk (EISD) asking you to select your COVID-19 vaccination status. If you haven't yet responded, please do so by September 23. If you haven't received the email, please contact the [EPA COVID-19 Coordination Team](#). We will share the agency overall numbers when we have them.



# Reminders

EPA continues to maximize telework for eligible EPA staff, including those in our office and laboratory spaces. Staff should continue to maximize telework for all work they can perform remotely. The agency is adhering to safety protocols for those who must report in person. Other than areas with approved exceptions, occupancy limits are still in effect.

Our concern for the health and safety of our workforce is paramount. I stay committed to providing you frequent updates on the status of our **Future of Work** efforts. Thank you for the remarkable work you continue to accomplish during these unique and challenging times.

I appreciate your dedication to our mission.

Janet McCabe  
Deputy Administrator

## Keywords

[COVID-19](#)

[Return to top](#)

**EPA.gov**

**Accessibility**

**Calendar**

**News**

**Report an Issue**

**Whistleblower Protection**

**Contact**



**Environmental Protection Agency (EPA)**



## Safer Federal Workforce – Vaccinations

Updated 9/16/2021

[ [HYPERLINK "https://www.saferfederalworkforce.gov/faq/vaccinations/"](https://www.saferfederalworkforce.gov/faq/vaccinations/) ]

# Vaccinations

**NEWQ: By what date do Federal employees need to be fully vaccinated?**

A: Federal employees need to be fully vaccinated by November 22, 2021.

Employees will be considered [ [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html"](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) ] for COVID-19 2 weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, that is 2 weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, that is 2 weeks after an employee has received a single-dose.

More information is available at [ [HYPERLINK "https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html"](https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html) ] .

**NEWQ: By what date do Federal employees need to have had their doses of a COVID-19 vaccination?**

A: Federal employees must receive their last dose of their vaccine no later than November 8, 2021, to meet the November 22, 2021 deadline to be fully vaccinated.

The timing between the first and second shots [ [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/vaccines/second-shot.html"](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/second-shot.html) ] .

If someone receives the:

- Pfizer-BioNTech COVID-19 vaccine, then that person should get their second shot 3 weeks (or 21 days) after the first. This means for Federal employees to meet the vaccination deadline, they should receive their first vaccination no later than October 18. They would not be eligible for the second dose until November 8, which is the deadline by which they need to have received both shots.
- Moderna COVID-19 vaccine, then that person should get their second shot 4 weeks (or 28 days) after their first. This means for Federal employees to meet the vaccination deadline, they should receive their first vaccination no later than October 11. They would not be eligible for the second dose until November 8, which is the deadline by which they need to have received both shots.



Since the Johnson & Johnson vaccine only has one shot, Federal employees have until November 8 to receive that shot and still meet the November 22, 2021 deadline to be fully vaccinated.

Depending on employees' locations, they may not have all types of vaccines available to them. Agencies should encourage employees to plan ahead and allow enough time to receive all required vaccine doses before the November 8 deadline to have their second shot.

**NEWQ: By what date do individuals who start their government service after November 22, 2021 need to be fully vaccinated?**

A: Individuals who start their government service after November 22, 2021, need to be [ [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html" \t "\\_blank"](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) ] prior to their start date, except in limited circumstances where a reasonable accommodation is legally required. However, should an agency have an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the agency head may approve an exception—in the case of such limited hiring exceptions, new hires need to be vaccinated within 60 days of their start date and follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

As soon as possible, agencies should ensure that individuals who will or may start their government service prior to November 22, 2021 are aware of the requirement to be fully vaccinated by that date.

**NEWQ: To what types of Federal employees does the vaccination requirement apply?**

A: The vaccination requirement in Executive Order 14043 (Requiring Coronavirus Disease 2019 Vaccination for Federal Employees) covers employees as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)). Agencies are strongly encouraged to require vaccinations for any employees or other personnel working under an agreement with an agency not covered by the Executive Order, consistent with applicable law and in consultation with the Safer Federal Workforce Task Force. Implementation of such additional requirements should generally follow the Safer Federal Workforce Task Force's guidance for implementing the vaccination requirement in Executive Order 14043.

**NEWQ: Does the requirement to be vaccinated apply to Federal employees who are not reporting to the worksite (e.g., are on maximum telework or working remotely)?**

A: Yes. To protect the health and safety of the Federal workforce and to promote the efficiency of the civil service, all Federal employees covered by Executive Order 14043 and without a legally required exception need to be [ [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html" \t "\\_blank"](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) ] by November 22, 2021, regardless of where they are working. Employees who are on maximum telework



or working remotely are not excused from this requirement, including because employees working offsite may interact with the public as part of their duties and agencies may need to recall employees who are on maximum telework or working remotely.

**NEWQ: Do agencies need to provide onsite vaccinations to their employees?**

A: No. Agencies should take steps to make their employees aware of convenient opportunities to be vaccinated. Given the [ [HYPERLINK "https://www.vaccines.gov/search/" \t "\\_blank"](https://www.vaccines.gov/search/) ], it is not required that agencies provide vaccinations at their facilities or worksites, although agencies may choose to do so.

## **Vaccination Documentation and Information** **NEW**

**NEWQ: Must agencies require documentation from employees to prove vaccination status?**

A: Yes, agencies must require documentation from employees to prove vaccination, even if an employee has previously attested to their vaccination status. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points. The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). Employees must certify under penalty of perjury that the documentation they are submitting is true and correct.

Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and Rehabilitation Act of 1973.

**NEWQ: How should agencies maintain documentation provided by employees regarding vaccination?**

A: Agencies must collect certain information necessary to verify that an employee is fully vaccinated. This includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation, as set forth in this guidance. When providing this information, employees must also be required to certify under penalty of perjury that the information they are submitting is true and correct.

Agencies have unique operational environments and may develop their own processes to both collect and maintain the required information, in compliance with all applicable laws and in accordance with their agency record management policies. Accordingly, agencies



may develop and use new processes, systems, tools, and applications to collect and maintain the required information or choose to leverage existing processes, systems, tools, or applications previously established to collect Certification of Vaccination forms. Agency systems, processes, tools, and applications for the collection of this information must allow an employee to update their vaccination status and related information.

The collection and use of this information for many agencies is subject to the OPM/GOVT-10 Employee Medical File system of records notice (SORN) and OPM regulations (5 C.F.R. part 293, subpart E). Under those rules, each agency must have written instructions for its EMF system with appropriate safeguards. Employees must be provided with a [ [HYPERLINK "https://www.saferfederalworkforce.gov/downloads/VaccinationPAS4.pdf"](https://www.saferfederalworkforce.gov/downloads/VaccinationPAS4.pdf) ] at the point of collection of this information. Agencies that are not subject to OPM's regulations (or who employ categories of employees not covered by OPM/GOVT-10) must give their employees an alternative Privacy Act statement. As a general rule, this information should not be maintained in the Official Personnel Folder.

Agencies are encouraged to take steps to promote privacy and IT security, while also providing the relevant information to those who need to know in order to implement the safety protocols. Agencies should consult with their Agency Records Officer, Chief Information Officer, Senior Agency Official for Privacy, and agency's legal counsel to determine the best means to maintain this information to meet the agency's needs.

**Q: Which individuals within an agency should have access to information on employees' vaccination status?**

A: The Privacy Act permits disclosure within the agency to employees "who have a need for the record in the performance of their duties." 5 U.S.C. 552a(b)(1). Agencies should only disseminate information to the appropriate agency officials who have a need to know to ensure effective implementation of the safety protocols, which, in many cases, will include the supervisor level. Agencies must comply with the requirements of the Privacy Act at all times. Agencies should consult with their Senior Agency Official for Privacy on any questions related to Privacy Act requirements.

**NEW Q: Should agencies require documentation from visitors to verify their attestation of vaccination status?**

A: Visitors (except those seeking a public benefit or service, who do not need to attest to or otherwise document vaccination status) must attest to their vaccination status using the [ [HYPERLINK "https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf"](https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf) ], but agencies should not ask them for documentation to verify their attestation.

**NEW Q: Should agencies require documentation from onsite contractor employees to verify their attestation of vaccination status?**

A: Prior to contractor employees being subject to a contractual requirement to be vaccinated, onsite contractor employees need only attest to their vaccination status using



the [ HYPERLINK

"https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf" \t "\_blank" ].

For onsite contractor employees who are not yet subject to a contractual requirement to be vaccinated, agencies should not ask them for documentation to verify their attestation. When a contractor employee discloses that they are unvaccinated or declines to complete the attestation, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures.

If the agency has reasonable grounds to believe that an onsite contractor employee made a false statement on the Certification of Vaccination form, the agency may require that the contractor verify the contractor employee's vaccination documentation and confirm to the agency that the employee has been vaccinated, as part of the agency's review of the matter. If an onsite contractor employee who has attested to being vaccinated exhibits symptoms of COVID-19 illness, the agency should apply its safety protocols, but this is not an appropriate reason to request documentation to verify vaccination status.

## Limited Exceptions to Vaccination Requirement **NEW**

**NEW**Q: Are there exceptions to the requirement for all employees to be fully vaccinated?

A: Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, an agency may be required to provide a reasonable accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. Determining whether an exception is legally required will include consideration of factors such as the basis for the claim; the nature of the employee's job responsibilities; and the reasonably foreseeable effects on the agency's operations, including protecting other agency employees and the public from COVID-19. Because such assessments will be fact- and context-dependent, agencies are encouraged to consult their offices of general counsel with questions related to assessing and implementing any such requested accommodations. Additional guidance on legally required exceptions will be forthcoming.

## Enforcement of Vaccination Requirement for Employees **NEW**

**NEW**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?

A: As an initial matter, an agency should provide employees with information regarding [ HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-



benefits.html?s\_cid=11565:benefits%20of%20covid%2019%20vaccine:sem.ga:p:RG:GM:gen:PTN.Gra  
nts:FY21" \t "\_blank" ] and [ HYPERLINK "https://www.cdc.gov/coronavirus/2019-  
ncov/vaccines/How-Do-I-Get-a-COVID-19-Vaccine.html" \t "\_blank" ]. If the individual continues  
to refuse to be vaccinated or provide proof of vaccination, the agency should pursue  
disciplinary measures, up to and including removal from Federal service. In pursuing any  
adverse action, the agency must provide the required procedural rights to an employee  
and follow normal processes, including any agency policies or collective bargaining  
agreement requirements concerning disciplinary matters. Employees should not be placed  
on administrative leave while pursuing an adverse action for refusal to be vaccinated, but  
will be required to follow safety protocols for employees who are not fully vaccinated when  
reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required  
exception as the reason for not being vaccinated or providing proof of vaccination. In that  
case, an agency should follow its ordinary process to review and consider what, if any,  
reasonable accommodation it must offer. All agency personnel designated to receive  
requests for reasonable accommodations should know how to handle requests consistent  
with any Federal employment nondiscrimination laws that may apply. If the employee's  
request for an accommodation is denied, and the employee does not comply with the  
vaccination requirement, the agency may pursue disciplinary action, up to and including  
removal from Federal service.

## **Federal Contractors and Visitors** **UPDATED AND NEW**

**NEW Q:** Can agencies incorporate vaccination requirements into contracts that are  
not covered by Executive Order 14042 (Ensuring Adequate COVID Safety Protocols  
for Contractors)?

A: Yes. Agencies are strongly encouraged to incorporate vaccination requirements into  
contracts that are not covered by Executive Order 14042, consistent with applicable law.  
This might include, for example, incorporating vaccination requirements into contracts in  
advance of when they are otherwise required by the Executive Order or incorporating  
requirements into contracts that are not covered by the Executive Order, such as contracts  
under the Simplified Acquisition Threshold. Implementation of such additional requirements  
should generally follow the Safer Federal Workforce Task Force's guidance for  
implementing the vaccination requirement in Executive Order 14042.

**UPDATED Q:** Should agencies inquire regarding the vaccination status of onsite  
contractor employees?

A: Prior to contractor employees being subject to a contractual requirement to be  
vaccinated, agencies need to ask about the vaccination status of those onsite contractor  
employees. Onsite contractor employees must attest to the truthfulness of the response  
they provide. If an onsite contractor employee chooses not to provide a response, they will  
be treated as not fully vaccinated for the purpose of agency safety protocols. In requesting



this information, agencies should comply with any applicable federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act, and any applicable collective bargaining obligations.

**NEWQ: Do onsite contractor employees need to provide proof of a negative COVID-19 test?**

A: Prior to being subject to a contractual requirement to be vaccinated, onsite contractor employees who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a federal building. If a contractor employee is regularly tested pursuant to an agency testing program, then they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a federal building unless required to by the agency testing program.

**UPDATEDQ: How should an agency ask onsite contractor employees about their vaccination status?**

A: Prior to being subject to a contractual requirement to be vaccinated, onsite contractor employees should be provided with the [ [HYPERLINK](https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf) "https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf" \t "\_blank" ] when they enter a federal building or federally controlled indoor worksite.

Unless an agency has an existing system of records notice that permits it to collect and maintain this information on its contractor employees, agencies will direct onsite contractor employees to complete the Certification of Vaccination form and keep it with them during their time on federal premises—they may be asked to show the form upon entry to a federal building or federally controlled indoor worksite and to a federal employee who oversees their work.

Prior to being subject to a contractual requirement to be vaccinated, onsite contractor employees who are not fully vaccinated (or who decline to disclose vaccination status) are required to show proof of a negative COVID-19 test result from within the previous 3 days before entry to a federal building or federally controlled indoor worksite. If a contractor employee is regularly tested pursuant to an agency testing program, then they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a federal building unless required to by the agency testing program.

Agencies may email Certification of Vaccination form to contractor employees in advance of their time on-site or utilize a unique tool or application to share the form with contractor employees and enable them to easily complete it, but the agency will not maintain Certification of Vaccination forms from contractor employees at this time unless an agency has a system of records notice that covers its collection of this information from onsite contractor employees. Any such collection, storage, or maintenance of the attestation disclosure forms may implicate the Privacy Act and Paperwork Reduction Act.



Prior to having a contractual requirement for its employees to be vaccinated and if authorized and consistent with the terms of the contract, an agency may work with a contractor to facilitate compliance by its onsite employees with the agency's safety protocols, such as by having the company attest that all onsite contractor employees are fully vaccinated.

**Q: Should agencies inquire regarding the vaccination status of visitors to federal buildings?**

A: Visitors to federal buildings should be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. Visitors who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a federal building.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a federal building or federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

**UPDATED Q: How should an agency ask visitors about their vaccination status?**

A: Agencies should provide visitors with the [ [HYPERLINK "https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf" \t "\\_blank"](https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf) ] when they enter a federal building or federally controlled indoor worksite. Agencies will direct visitors to complete the Certification of Vaccination form and keep it with them during their time on federal premises—visitors may be asked to show the form upon entry to a federal building or federally controlled indoor worksite. If they are not fully vaccinated or decline to answer, they will be required to show a negative COVID-19 test result from within the previous three days.

Agencies may email the Certification of Vaccination form to visitors in advance of arrival or utilize a tool or application to share the form with visitors and enable visitors to easily complete it, but the agency will not maintain Certification of Vaccination forms from visitors.

Individuals entering a federal building, federally controlled indoor worksite, or federal land to obtain a public service or benefit do not need to complete the form or show documentation of a negative COVID-19 test result. However, if they are not fully vaccinated, they must comply with all relevant CDC guidance and safety protocols, including mask-wearing and physical distancing requirements.

**UPDATED Q: What type of negative COVID-19 test result must a visitor or onsite contractor employee who is not fully vaccinated show documentation of in order to enter a federal building?**



A: Agencies may determine what types of tests a visitor or onsite contractor employee who is not subject to a contractual requirement to be vaccinated can show documentation of in order to enter a federal building, provided that the tests are authorized by the U.S. Food and Drug Administration to detect current infection and produce a dated result.

**UPDATED Q:** If an agency has a system of records notice that covers its collection of information on vaccination status from onsite contractor employees, can the agency collect that information?

A: Yes, if an agency has a system of records notice that covers its collection of the requisite information—as reflected in the [ [HYPERLINK "https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf" \t "\\_blank"](https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf) ]—from onsite contractor employees consistent with the Privacy Act, it may do so. The agency should ensure such a collection is also consistent with the Paperwork Reduction Act. The agency should provide a means for individuals to update their vaccination status over time.

## Labor Relations Related to Vaccination **NEW**

**NEW Q:** Should agencies discuss vaccination plans with their employee unions?

A: Yes. Because agencies need to act quickly due to the COVID-19 emergency and to protect the health and safety of federal employees, contractor employees, and visitors, agencies should engage with employee unions at their earliest opportunity regarding the requirement for agency employees to be vaccinated. The Government-wide policy covers specific implementation steps that agencies need to take, as well as a deadline for implementation. Additional guidance on the policy will be forthcoming that will address further implementation issues. Accordingly, bargaining over this Government-wide policy will be limited to impact and implementation issues not otherwise addressed in the guidance. Moreover, agencies must implement Government-wide policy by the deadline, so any bargaining that has not been completed by the time implementation must begin will have to be finished post-implementation.

## **NEW** v Protocols Related to Vaccination **UPDATED AND**

**Q: Who is considered fully vaccinated?**

A: People are considered [ [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html" \t "\\_blank"](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) ] for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen). There is currently no post-vaccination time limit on fully vaccinated status.

This guidance applies to COVID-19 vaccines currently either approved or authorized for emergency use by the U.S. Food and Drug Administration (Pfizer-BioNTech, Moderna, and Johnson & Johnson [J&J]/Janssen COVID-19 vaccines). This guidance can also be



applied to COVID-19 vaccines that have been listed for emergency use by the World Health Organization (e.g., AstraZeneca/Oxford). More information is available at [ HYPERLINK "https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html" \t "\_blank" ].

**NEWQ: Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?**

A: Clinical trial participants from a U.S. site who are documented to have received the full series of an “active” (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board), can be considered fully vaccinated 2 weeks after they have completed the vaccine series. Currently, the Novavax COVID-19 vaccine meets these criteria. More information is available [ HYPERLINK "https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html" \l "vaccinated-part-clinical-trial" \t "\_blank" ].

**UPDATEDQ: Are agencies required to establish different safety protocols for fully vaccinated and not fully vaccinated individuals?**

A: Yes. [ HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html" \l "vaccinated" \t "\_blank" ] do not need to physically distance or have restrictions on their official travel (although they still must comply with any local requirements and relevant CDC guidance for fully vaccinated individuals while traveling). Fully vaccinated individuals in areas of substantial or high transmission (see the [ HYPERLINK "https://covid.cdc.gov/covid-data-tracker/" \l "county-view" \t "\_blank" ]) need to wear a mask in public indoor settings. Fully vaccinated individuals in areas of low or moderate transmission do not need to wear a mask, unless required by state or local regulations or laws.

Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons.

Some employees will not be vaccinated because they are legally entitled to a reasonable accommodation. Some onsite contractor employees may not yet be subject to a contractual requirement to be vaccinated. Individuals who are not fully vaccinated or who decline to provide information about their vaccination status must wear masks regardless of community transmission level, physically distance, and comply with travel requirements for not fully vaccinated individuals

Prior to being subject to a contractual requirement to be vaccinated, onsite contractor employees who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a federal building. If a contractor employee is regularly tested pursuant to an agency testing program, then they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a federal building unless required to by the agency testing program.



Visitors will be asked to provide information about their vaccination status. Individuals who decline to provide information on their vaccination status will be treated as not fully vaccinated for purposes of agency COVID-19 workplace safety plans and protocols. Visitors who are not fully vaccinated must provide proof of a negative COVID-19 test that occurred within the previous 3 days prior to entry to a federal building.

Individuals entering a federal building or federal land to obtain a public service or benefit do not need to provide information about their vaccination status or provide proof of a negative COVID-19 test. If they are not fully vaccinated, they must comply with all relevant CDC guidance, including wearing a mask.

**NEWQ: Prior to an employee being fully vaccinated, what protocols should that individual follow?**

A: Federal employees who are not fully vaccinated must comply with all agency requirements for individuals who are not fully vaccinated, including those requirements related to masking, physical distancing, and travel, subject to any legally required reasonable accommodation. In determining safety protocols for employees ahead of the deadline for employee vaccination, agencies can use information from vaccination attestations submitted by employees, or other information that the agency has on the vaccination status of employees (for example, information available to the agency because the agency administered the vaccine to an employee or the agency conducted a survey of its employees regarding vaccination status) consistent with the requirements of the Privacy Act.

Where the agency already has the requisite information regarding vaccination status, it can utilize that information for purposes of determining the proper safety protocols to apply to that individual. When an employee discloses that they are not fully vaccinated, or if an agency does not know the vaccination status of an employee, agencies should follow the protocols for an individual who is not fully vaccinated for purposes of implementing safety measures.

**UPDATEDQ: If a federal employee seeks to enter space under the control of another agency, must they complete a Certification of Vaccination form at that agency?**

A: Yes, federal employees are treated as visitors during their visit to another agency, meaning they would need to complete a [ [HYPERLINK "https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf"](https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf) ] and, if they are not fully vaccinated, they would need to show proof of a negative COVID-19 test result within the past 3 days. As with other visitors, the employee should keep the form with them during their time onsite at the other agency.



# Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of the civil service requires immediate action to protect the Federal workforce and individuals



interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

(a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).

(b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect: (i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or circumstance, is held to be invalid, the remainder of this order and



the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,  
September 9



[Home](#) » [Mass Mailers](#) » Updated Vaccination Guidance



## MESSAGE FROM THE DEPUTY ADMINISTRATOR

This email is being sent to EPA employees.

# Updated Vaccination Guidance

**September 10, 2021**

Dear Colleagues,

As the situation around the world with regards to COVID-19 evolves, there continues to be a great sense of unease everywhere. I want to acknowledge that we are dealing with a much wider impact on our work and personal lives as it relates to the COVID-19 Delta Variant. First and foremost, thank you for all you do to keep the agency moving forward and for keeping each other safe. Your commitment makes all the difference. EPA has weathered many challenging moments, and we will get to the other side of this one too.

As I expect you have seen in the news, yesterday, President Biden signed two Executive Orders on [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#) and [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), requiring all federal executive branch employees and government contractors to be vaccinated. The implementation of the EO requirements will be done in conjunction with the Safer Federal Workforce Task Force's updated guidance, which should be issued within the coming days. Please know that we will keep you informed as we work to implement these important changes and requirements.

I also wanted to let you know that, as I outlined in my [August 18th mass mailer](#), we are moving forward with our plans to collect vaccination attestation information. Next week you will be receiving an email from the Office of Mission Support with details on how to respond and attest to your vaccination status.

The President's EOs build on the same science-driven approach that we've been employing to date. EPA's approach will be guided by that science as we move forward to achieve the President's goals and address other threats to public health and the environment. In the coming weeks, we will outline our next steps in our effort to implement the President's EOs. If you have questions about the new EOs, please email the [EPA COVID-19 Coordination Team@epa.gov](mailto:EPA_COVID-19_Coordination_Team@epa.gov). It is very helpful for us to hear the questions employees have, because if you have a question, chances are others do as well.

As we continue to monitor COVID-19 over the next months, we want more than anything for you and your families to be safe. Please remain vigilant in following the [CDC's Guidance for Fully Vaccinated Individuals](#) and [Interim Public Health Recommendations for Fully Vaccinated People](#). For more information on getting vaccinated, please visit [vaccines.gov](https://www.vaccines.gov).

More information about yesterday's announcements can be found on [President Biden's COVID-19 Action Plan website](#).

The safety of our employees remains a top priority for the agency. Let's continue to work together across the agency to protect human health and the environment.

Janet McCabe  
Deputy Administrator

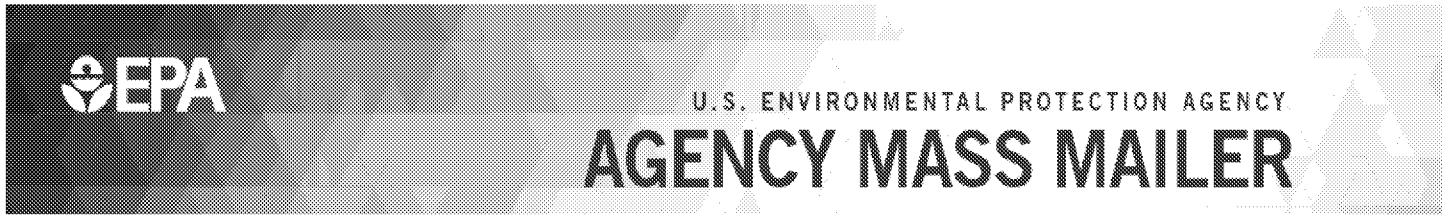
### Keywords

[COVID-19](#)

[Return to top](#)



[Home](#) » [Mass Mailers](#) » Vaccine Attestation Status Request



This email is being sent to EPA employees.

## Vaccine Attestation Status Request

**September 14, 2021**

Dear Colleagues,

As indicated in Deputy Administrator McCabe's [September 10](#) mass mailer, the agency is moving forward with its implementation of [the President's requirement](#) that every Federal employee and contractors attest to their vaccination status.

While the agency completes the vaccination attestation requirement, we are also working to implement the two Executive Orders signed by President Biden on September 9, 2021. [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#) requires the agency to implement a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The second EO, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), outlines requirements for Federal Government contractors. To support the implementation of these EOs, the [Safer Federal Workforce Task Force](#) provided guidance in the most recent [Agency Model Safety Principles](#). Also, the Safer Federal Workforce Task Force published new [FAQs](#) related to vaccination requirements.

### **What do I need to know to complete my vaccination attestation?**

On September 14, 2021, everyone with an EPA email account will receive an email from EISD that will allow you to select your vaccination status, which will automatically generate an email that you will have to send to record your response. Please respond before the deadline of Thursday, September 23, 2021.

EPA is committed to protecting the privacy of respondents and their vaccination status. The agency will only use vaccination status information as needed to implement COVID protocols and to meet federal requirements. If you decline to attest to your vaccination status, you will be treated as not fully vaccinated for purposes of implementing safety measures.

### **Next steps**

After the initial collection of vaccination status, we will communicate further details about this process as it becomes available. Documentation of vaccination will be required later. Personnel will also be able to change their vaccination status.

COVID-19 vaccines are widely available in the United States and they protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. The health and safety of our workforce is our paramount concern. You can find vaccine information, including a location site near you, on [vaccines.gov](#).

If you have any questions, please email the [EPA COVID-19 Coordination Team](#).

Thank you,

Lynnann Hitchens  
Acting Principal Deputy Assistant Administrator  
Office of Mission Support

### **Keywords**

[COVID-19](#), [vaccination](#), [vaccines](#)

[Return to top](#)



Message

**From:** Gray, David [gray.david@epa.gov]  
**Sent:** 11/3/2021 7:52:05 PM  
**Subject:** Today: Deadline for EPA Federal Employees to Submit Vaccination Information

Good afternoon Region 6 –  
David

**Ex. 5 Deliberative Process (DP)**

**From:** MassMailer <massmailer@epa.gov>  
**Sent:** Wednesday, November 3, 2021 2:45 PM  
**To:** MassMailer <massmailer@epa.gov>  
**Subject:** Today: Deadline for EPA Federal Employees to Submit Vaccination Information



Colleagues,

Thank you for your responsiveness to my [mass mailer](#) on the implementation of [Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#). Today is the last day for EPA employees to submit vaccination information and documentation. To date, we've had more than 81% of EPA employees enter their vaccination information.

In accordance with [federal guidance](#) on implementation of Executive Order 14043, the agency is required to collect vaccination documentation from all EPA **federal** employees. To comply with this requirement, all federal employees must log into the [EPA Vaccination Attestation secure portal](#), enter information on their vaccination status, and upload proof of vaccination. This requirement must be completed **no later than Wednesday, November 3**.

### Reporting Vaccination Information

Before logging into the portal, review the [Report Vaccination Status intranet page](#). The page has quick reference guides for taking a photo of your vaccination documentation using your [EPA laptop](#) or [EPA-issued mobile device](#), as well as a [detailed walkthrough for uploading your vaccination information to the secure portal](#). The resources include how to:

1. Log on to the secure portal.
2. Know that your vaccination documentation is attached correctly before clicking submit.
3. Know if your submission was received.

**Please do not submit your vaccination documentation anywhere other than the [EPA Vaccination Attestation secure portal](#).**

### Medical and Religious Accommodation Process



There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical reasons or a sincerely held religious belief. Employees requesting an accommodation must access [the portal](#) and choose the option indicating that you have requested an accommodation. **The portal is not the procedure to formally request a medical or religious accommodation.**

To formally request a medical or religious accommodation, please send your request to [DisabilityAccommodations@epa.gov](mailto:DisabilityAccommodations@epa.gov) for an accommodation due to medical reasons or to [ReligiousAccommodations@epa.gov](mailto:ReligiousAccommodations@epa.gov) for a religious accommodation. Employees will receive further instructions from the agency team on next steps regarding their specific accommodation request. Vaccination timelines and compliance requirements will be paused for all employees during the adjudication of their accommodation request.

For more information on the accommodations process, please review the [EPA Medical and Religious Accommodation Process](#).

### **Vaccination Deadline**

The deadline to become fully vaccinated is November 22, 2021. The vaccination requirement applies to all federal employees, [including those on maximum telework or working remotely](#).

EPA will begin enforcing compliance of [Executive Order 14043](#) on November 9, 2021. Employees who fail to initiate an accommodation request and/or fail to confirm vaccination status pursuant to agency instructions [may be subject to discipline](#), up to and including removal from federal service.

### **Additional Reminders and Resources**

- The safety of our employees is the top priority for the agency. Being vaccinated protects you and the people around you. All available COVID-19 vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19, including from the Delta variant. If you need to find a COVID-19 vaccine near you, use [vaccines.gov](https://www.vaccines.gov) or text your ZIP code to 438829.
- The Office of Research and Development and the Office of Mission Support developed [important educational resources](#) to help employees understand the mandatory vaccination requirement timeline and EPA's vaccine documentation collection. Please check these educational resources designed to help employees understand the mandatory [vaccination requirement timeline](#), vaccine documentation collection, and to build vaccine confidence amongst those that are hesitant to get vaccinated.

We will keep you advised of any updates or changes to safety protocols, and if you have any questions, please contact the [EPA COVID-19 Coordination Team](#).

Be Well and Stay Safe,

Lynnnann Hitchens  
Acting Principal Deputy Assistant Administrator



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Message

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**From:** McDonald, James [McDonald.James@epa.gov]  
**Sent:** 3/1/2022 8:36:59 PM  
**To:** R6 MIT [R6\_MIT@epa.gov]  
**Subject:** FW: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

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**FYSA**

**From:** Kamen, Mara <kamen.mara@epa.gov>  
**Sent:** Monday, February 28, 2022 10:30 PM

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**From:** CHCO Council <CHCOCouncil@opm.gov>  
**Sent:** Monday, February 28, 2022 10:21 PM  
**To:** Conrad, Margot C. <Margot.Conrad@opm.gov>; Holman, Ella S. <Ella.Holman@opm.gov>  
**Subject:** [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

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CHCOs and Deputy CHCOs,

On February 25, the Centers for Disease Control and Prevention (CDC) released updated guidance for when people should wear masks and implement other prevention measures, including screening testing, depending on the level of COVID-19 in their community. Pursuant to Executive Order 13991, Federal agencies follow CDC guidelines for mask-wearing and other public health measures.

Today, the Safer Federal Workforce Task Force (Task Force) issued initial implementation guidance on COVID-19 Community Levels. Related Task Force Frequently Asked Questions (FAQs) have been updated on SaferFederalWorkforce.gov. The guidance for Federal agencies addresses mask-wearing and screening testing requirements based on the COVID-19 Community Level in the county in which a Federal facility is located.

Agencies are expected to implement the protocols related to mask-wearing and screening testing set forth in this initial implementation guidance as soon as operationally feasible and no later than Friday, March 4, 2022.

The Task Force will soon issue further guidance addressing the intersection of COVID-19 Community Levels with other workplace safety protocols for Federal agencies, including through updated Agency Model Safety Principles and FAQs to support agencies in updating their COVID-19 Workplace Safety Plans. At this time, agencies should follow existing Task Force guidance with respect to other COVID-19 workplace protocols.

As a reminder, where a locality imposes more protective pandemic-related safety requirements, those requirements should be followed in Federal facilities within that locality.

From 11:00 AM – 12:00 PM on Wednesday, March 2, the Task Force will discuss the updated CDC recommendations during OMB's regular call with small and independent agencies.

Thank you for your continued partnership in protecting the health and safety of the Federal workforce and those we serve.



**From:** EISD [eisd@epa.gov]  
**Sent:** 9/14/2021 5:28:03 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Certification of Vaccination

**Please select the status below that coincides with your COVID-19 vaccination status.**

I am fully vaccinated for COVID-19

Personnel are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

I am not yet fully vaccinated for COVID-19

Personnel are considered "not yet fully vaccinated" if they have received their first dose of the Moderna or Pfizer vaccine, and their second appointment is scheduled, or if they received their final dose of a vaccine [e.g. the second dose of a two-dose vaccine (e.g. Pfizer or Moderna) or their single dose of a one-dose vaccine (e.g. Johnson & Johnson/Janssen)] less than two weeks ago.

I have not been vaccinated for COVID-19

Personnel are considered not vaccinated if they have not received any dose of a COVID-19 vaccination. Personnel are not required to provide a reason for not being vaccinated.

I decline to respond

Personnel may choose not to provide their vaccination status for any reason at this time.

### **Effects of Certification of Vaccination or Failure to Respond**

Providing this information is voluntary. However, per the Safer Federal Workforce Taskforce, personnel who are not fully vaccinated will be subject to enhanced workplace safety protocols, including with respect to face coverings, physical distancing, travel, quarantine, and at least weekly COVID-19 testing if they are entering the workplace. Personnel who decline to provide their vaccination status or do not send a response to this form will be assumed to be not fully vaccinated for purposes of application of the workplace safety protocols. Note that personnel who are not yet fully vaccinated will be treated as not fully vaccinated (e.g. subject to enhanced workplace safety protocols) until they are at least two weeks past their final COVID-19 vaccination dose. Personnel whose vaccination status changes (e.g. personnel who become fully vaccinated and/or wish to update their response) should return to this email and resubmit their vaccination status.

### **Attestation of Accuracy of Response**

By responding to this form, I attest that I understand that a knowing and willful false statement on this submission can be punished by fine or imprisonment or both (18 U.S.C. 1001). Checking "I decline to respond" does not constitute a false statement. I understand that making a false statement on this response could result in additional administrative action including an adverse personnel action up to and including removal from my position.

### **PRIVACY ACT STATEMENT**



**Authority:** EPA is authorized to collect the information requested on this form pursuant to Executive Order 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing* (Jan. 20, 2021); Executive Order 12196, *Occupational Safety and Health Program for Federal Employees* (Feb. 26, 1980); and 5 U.S.C. chapters 63 , and 79.

**Purpose:** This information is being collected and maintained to promote the safety of Federal buildings and the health and safety of the Federal workforce consistent with the above-referenced authorities, the *COVID-19 Workplace Safety: Agency Model Safety Principles* established by the Safer Federal Workforce Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. This information may be used to determine the workplace safety requirements for Agency personnel.

**Routine Uses:** This information may be disclosed to Agency employees with a need to know, and, per the routine uses found in the system of records notice associated with this collection of information, EPA-89, Public Health Emergency Workplace Response System, 86 Fed. Reg. 34738 (June 30, 2021), available at <https://www.federalregister.gov/documents/2021/06/30/2021-13989/privacy-act-of-1974-system-of-records>. For example, Routine Use disclosures may be made to: appropriate public health authorities to address communicable disease exposures and to satisfy applicable reporting requirements; to Federal, State, local, tribal or foreign government agencies to combat significant public health threats; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding administrative proceedings; to contractors, grantees, or volunteers as necessary to perform their duties for the Federal Government; and as necessary and relevant in the course of litigation or for law enforcement purposes.

**Voluntary Disclosure and Consequences of Failure to Provide Information:**

Providing this information is voluntary. However, if you fail to provide this information, you will be treated as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.

Visit the [End User Portal](#) for additional services, or call the Enterprise IT Service Desk at 1-866-411-4372 or your Regional Help Desk.

Ref:MSG9520255\_pWLPbkmlBZyoxUMnegst



Message

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**From:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]  
**Sent:** 10/4/2021 1:34:28 AM  
**To:** Kamen, Mara [kamen.mara@epa.gov]  
**CC:** Jones, Rhonda [jones.rhonda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043

Mara,

In quick review, thankful for the example language provided by OPM for the hiring, and job offer (tentative and final) letters.

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

**Lizabeth Engebretson, OHR**

(202) 564-0804; [engebretson.lizabeth@epa.gov](mailto:engebretson.lizabeth@epa.gov)

---

**From:** Kamen, Mara <kamen.mara@epa.gov>  
**Sent:** Sunday, October 03, 2021 12:31 PM  
**To:** Caro, Vique <Caro.Vique@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Kalikhman, Yulia <kalikhman.yulia@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Brown, Phil <Brown.Phil@epa.gov>; Caple, Cynthia <Caple.Cynthia@epa.gov>; Cheeks, Raymond <Cheeks.Raymond@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Datcher, Linda <Datcher.Linda@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jones, Rhonda <jones.rhonda@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>  
**Subject:** FW: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043  
**Importance:** High

fyi

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**From:** CHCO Council <**Ex. 6 Personal Privacy (PP)**>  
**Sent:** Friday, October 1, 2021 9:55 AM  
**Subject:** OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043  
**Importance:** High



Good morning,

Today OPM issued a memorandum titled, "Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043." A 508-conformant version of this memorandum is attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-applying-coronavirus-disease-2019-vaccination-requirements-new-hires-%E2%80%93-executive>

If you have any follow-up questions, please email: Ex. 6 Personal Privacy (PP)

All the best,  
CHCO Council



Message

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**From:** Collins, BJ [Collins.BJ@epa.gov]  
**Sent:** 10/4/2021 9:00:44 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fwd: Emails with OHR about Vaccines  
**Attachments:** image003.jpg; RE: Covid Vaccine Email to Pending Hires; FW: Covid Vaccine Email to Pending Hires

I'll close the loop with the SSCs.

BJ Collins  
Acting Director  
Office of Administration and Resources Management-RTP  
US EPA  
Office Phone - 919-541-5515  
Cell Phone - 919-368-6682

Begin forwarded message:

**From:** "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>  
**Date:** October 4, 2021 at 4:10:58 PM EDT  
**To:** "Collins, BJ" <Collins.BJ@epa.gov>  
**Cc:** "Jones, Laura" <Jones.Laura@epa.gov>  
**Subject:** Emails with OHR about Vaccines

## Ex. 5 Deliberative Process (DP)



# **Ex. 5 Deliberative Process (DP)**

Ryan Atkinson  
Acting Director  
HRMD, OARM-RTP  
U.S Environmental Protection Agency  
Research Triangle Park, NC  
Office: 919-541-2425  
Cell: 919-937-7970

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."



## Appointment

---

**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 10/14/2021 2:17:08 AM  
**To:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Saunders-Gadri, Linda [saunders-gadri.linda@epa.gov]; Henderson, Austin [Henderson.Austin@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]  
**Subject:** Reminder: Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks."  
**Location:** Microsoft Teams  
**Start:** 10/14/2021 7:00:00 PM  
**End:** 10/14/2021 8:00:00 PM  
**Show Time As:** Busy

**Required Attendees:** Carter-Jenkins, Shakeba  
**Optional Attendees:** Hitchens, Lynnann; Helm, Arron; Noga, Vaughn; Saunders-Gadri, Linda; Henderson, Austin; Collard, Erin

- You can join by tuning into [Microsoft Teams](#).

Dear Colleagues,

Throughout 2020, researchers from the Centers for Disease Control and Prevention and international experts worked to better understand the impacts of the COVID-19 pandemic as it relates to short- and long-term health effects associated with COVID-19. Data shows us and experts tell us that vaccinations are the most effective tool to keep people safe and healthy in the face of this global health pandemic. COVID-19 vaccines are widely available in the United States and significantly reduce the likelihood of hospitalization and death. We also understand that for some employees receiving a vaccine is not an option due to medical reasons or a sincerely held religious belief, and the agency has a process in place for people to request a reasonable accommodation.

For this week's update, I want to share information about an upcoming educational event tomorrow, and next steps in the vaccination requirement at EPA.

First, EPA is hosting an event presented by Dr. Wayne E. Cascio, Acting Principal Deputy Assistant Administrator for Science for the Office of Research and Development, "***Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks.***" This conversation will provide employees with critical vaccine information and will address common myths and rumors. Dr. John T. Brooks is a nationally known medical expert at the Centers for Disease Control and Prevention.

- Please join the event on **Thursday, October 14** from **3:00 p.m. to 4:00 p.m. (ET)**. You can join by tuning into [Microsoft Teams](#).
- **Reasonable Accommodations Information:** EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, or CLTs (Cued Language Translators). For these features, please join via [ZoomGov for Accessibility](#) (Meeting ID:



161 155 9542). For audio only, please dial +1 646 828 7666 US (New York). If you need technical assistance on the day of the event, please contact your local IT Helpdesk. Separately, if you require an accommodation, please contact Reasonable Accommodations.

- Please mark your calendar to attend this event. If you miss the event, it will be available for on-demand viewing within 48 hours.

Second, during the week of October 18<sup>th</sup>, we will begin collecting documentation from vaccinated employees to fully comply with the requirements of Executive Order 14043. During this next phase of implementation, all EPA employees will be asked to enter certain information about their vaccinations and upload an image of their vaccine record through a portal on the Agency's secure ServiceNow platform. I've been carrying my card in my wallet since I got vaccinated, so am very ready to upload a photo of it as soon as I am asked! Please stay tuned for detailed instructions from the Office of Mission Support on how to access and use the new application.

There is still time for unvaccinated employees to comply with the federal employee vaccine mandate by November 22, 2021. Additional vaccine information, including assistance on locating available vaccines, can be found at <https://www.vaccines.gov>.

I hope these latest updates will address some of your questions.

Thank you for taking the time to learn more about COVID-19 vaccines and for everything you do, every day, to improve public health and the environment in our country.

Janet McCabe  
Deputy Administrator



## Appointment

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**From:** Gantt, Melissa [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=81494F04EA2B4D848261DA8229A15378-GANTT, MELI]  
**on behalf of** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 9/15/2021 9:17:06 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Collard, Erin [Collard.Erin@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Epley, Brian [epley.brian@epa.gov]; Updike, David [Updike.David@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Gibson, Dave [Gibson.Dave@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**CC:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Subject:** Executive Orders - Vaccination Status Discussion  
**Attachments:** Emp\_Vaccination\_Rqmt\_Data\_Outreach\_Reporting\_20210916.pdf  
**Location:** Microsoft Teams Meeting  
**Start:** 9/17/2021 8:00:00 PM  
**End:** 9/17/2021 9:00:00 PM  
**Show Time As:** Busy

**Required Attendees:** Noga, Vaughn; Collard, Erin; Helm, Arron; Coogan, Daniel; Jablonski, Janice; Bell, Matthew; Brian Epley; Updike, David; Yvette Jackson; Gibson, Dave; Patrick, Kimberly; Legare, Pamela; Braxton, Marilyn; Carter-Jenkins, Shakeba

From LH – 9/17 --- Please see attached slide deck from OMB – vaccination data collection requirements and timeline for communications prior to November 22<sup>nd</sup>. Below I’ve copied an excerpt from the OMB transmittal email, which contains a number of important links:

Today, the Safer Federal Workforce Task Force (“Task Force”) released [implementation guidance](#) related to Executive Order 14043 on [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#) (“the order”) that was signed by President Biden on September 9, 2021, as part of his [Path Out of the Pandemic: COVID-19 Action Plan](#). The order requires agencies to implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for covered Federal employees, with exceptions only as required by law.

This implementation guidance satisfies the directive in EO 14043 for the Task Force to issue implementation guidance within 7 days of the order and was published in the form of Frequently Asked Questions (FAQs) on [SaferFederalWorkforce.gov](#). Agencies should also reference the updated [Agency Model Safety Principles](#) from the Task Force, which were updated by the Task Force on September 13.

### Key Milestones

Agencies should be aware of the following key dates related to implementation of the vaccination requirement for covered Federal employees:

- **September 22:** Agency weekly reporting of aggregate information to OMB begins
- **October 11:** First dose deadline (if employees are getting the Moderna COVID-19 vaccine)
- **October 18:** First dose deadline (if employees are getting the Pfizer-BioNTech COVID-19 vaccine)
- **November 8:** Second dose deadline (for Moderna and Pfizer-BioNTech)
- **November 8:** First (only) dose deadline (if employees are getting the Johnson and Johnson (J&J)/Janssen COVID-19 vaccine)
- **November 22:** Covered Federal employees must be fully vaccinated



- **By start date:** New employees need to be fully vaccinated by their start date or November 22, whichever is later (agency heads may approve exceptions to up to 60 days after start date for urgent, mission critical hiring needs)

## Data Collection and Reporting

All agencies will need to promptly begin data collection from employees, including the collection of documentation of proof of vaccination, pursuant to the guidance issues today. In addition, CFO Act agencies are required to report to OMB on a weekly basis, starting on Wednesday, September 22, on aggregate information related to the overall vaccination status of the agency workforce at the level of bureaus/component agencies.

On Wednesday, September 15, the Task Force hosted office hours on data collection and reporting related to the employee vaccination requirement. The slides from that meeting are attached for your reference and use with your teams that are implementing related policies, processes, tools, systems, and applications for collecting and maintaining vaccination information from employees and reporting aggregate information on a weekly basis to OMB.

Detailed instructions on these reporting requirements and how to access and use the reporting tool will be provided soon to agency points of contact to the President's Management Council (PMC) Working Group on Reentry and the Future of Work.

Hi Melissa,

Meeting requested by Mr. Noga – Discuss the requirements from OMB in reference to both Executive Orders,  
Subject: Vaccination Status

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## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

### Ex. 6 Personal Privacy (PP)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

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## Appointment

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**From:** Helm, Arron [Helm.Arron@epa.gov]

**Sent:** 1/24/2022 10:49:36 PM

**Subject:** Interagency Meeting on Nationwide Injunction on Vaccination Requirement (EO 14043)

**Location:** Ex. 6 Personal Privacy (PP)

**Start:** 1/25/2022 6:00:00 PM

**End:** 1/25/2022 7:00:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)



Message

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**From:** Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]  
**Sent:** 1/13/2022 4:51:36 PM  
**To:** Career\_Deputy\_Assistant\_Administrators [Career\_Deputy\_Assistant\_Administrators@epa.gov]; Career\_Deputy\_Regional\_Administrators [Career\_Deputy\_Regional\_Administrators@epa.gov]  
**CC:** Hitchens, Lynnnann  
**Subject:** Letter of Counseling  
**Attachments:** Letter of Counseling - EO 14043 (AM 1-13-2022 3 edits).pdf

DAAs/DRAs - Per our prior discussion, sharing a copy of the Letter of Counseling that will be issued to remaining non-compliant employees. Initial round of letters will be issued today. As of this morning there were  non-compliant employees slated to receive the letter. Let me know if you have any questions.

-Arron

Arron E. Helm  
Acting Deputy Assistant Administrator for ARM  
Office of Mission Support  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
(919) 541-4252 (Office)  
(919) 672-2148 (Mobile)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
RESEARCH TRIANGLE PARK

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Message

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**From:** Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]  
**Sent:** 10/3/2021 7:41:22 PM  
**To:** Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]  
**Subject:** Fwd: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043  
**Attachments:** Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf

Sent from my iPhone

Begin forwarded message:

**From:** CHCO Council <CHCOCouncil@opm.gov>  
**Date:** October 1, 2021 at 9:56:49 AM EDT  
**Subject:** OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043

Good morning,

Today OPM issued a memorandum titled, “Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043.” A 508-conformant version of this memorandum is attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-applying-coronavirus-disease-2019-vaccination-requirements-new-hires-%E2%80%93-executive>

If you have any follow-up questions, please email: [employ@opm.gov](mailto:employ@opm.gov)

All the best,  
CHCO Council



Message

---

**From:** Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]  
**Sent:** 1/25/2022 5:25:39 PM  
**To:** Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Ryan Atkinson [Atkinson.Ryan@epa.gov]; Parker, Krisheena [Parker.Krisheena@epa.gov]; Sykes, Tiffany [Sykes.Tiffany@epa.gov]; Jones, Laura [jones.laura@epa.gov]  
**Subject:** FW: CHCO Council Update: Week of 1/24/22



## Chief Human Capital Officers Council

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**From:** CHCO Council <[CHCOCouncil@opm.gov](mailto:CHCOCouncil@opm.gov)>  
**Sent:** Monday, January 24, 2022 8:30 PM  
**Cc:** Conrad, Margot C. <[Margot.Conrad@opm.gov](mailto:Margot.Conrad@opm.gov)>; Holman, Ella S. <[Ella.Holman@opm.gov](mailto:Ella.Holman@opm.gov)>  
**Subject:** CHCO Council Update: Week of 1/24/22

CHCOs and Deputy CHCOs,

We wanted to be sure to share an update regarding implementation of E.O. 14043. Today, the Safer Federal Workforce Task Force, in consultation with the Department of Justice, provided [further guidance to agencies regarding the recent injunction](#). We encourage you to share these FAQs with your teams to address some common questions that have been arising.

I also wanted to take a moment to recognize the collaboration OPM had with many of you on the minimum wage guidance that was issued on Friday. This pay raise is meaningful and will directly impact federal families. You can read an [op-ed](#) written by OPM Director and CHCO Council Chair, Kiran Ahuja. As your teams work to implement this new guidance, please reach out to OPM's Pay and Leave with questions at [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov).

Finally, the sample template for Agency DEIA Strategic Plans was sent out last week. We encourage your Agency Implementation Teams to attend the [DEIA Bi-Weekly Office Hour](#) on Thursday, from 2-3pm to hear more about the template.

Best,

Margot



### Recent Guidance, Memos, and Notices Issued

[1/20 Sample Template for Agency DEIA Strategic Plans](#)  
[1/21 Achieving a \\$15 Per Hour Minimum Pay Rate for Federal Employees](#)  
[1/21 \[Safer Federal Workforce\] Time-Sensitive Update on Implementation of E.O. 14043](#) (email)  
[1/24 \[Safer Federal Workforce\] Time-Sensitive Update on Implementation of E.O. 14043](#)

### Data Call Deadlines



Per request of CHCOs, the CHCO Council has pulled together data call deadlines as a reminder:

Agency Deadline	Data Call	Memo Issued
2/1/22	Annual Data Call Pathways Program FY 2022	12/30/21
3/11/22	2021 Telework Call for Data	12/30/21
5/30/22 at least 50% of instances 12/31/2022 full compliance	E.O.13932 Modernizing & Reforming the Assessment & Hiring of Federal Job Candidates	12/29/21

### 2022 Workforce Recruitment Program Database Now Available!

The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal employees nationwide with highly motivated college students, graduate students, and recent graduates with disabilities who are eager to demonstrate their skills and abilities in the workplace through internships or permanent jobs.

This year's new database is comprised of more than 2,300 students and recent graduates from 420 colleges and universities throughout the nation. Candidates represent a wide variety of academic majors and career interests including business, law, and STEM. In addition, 11% of the candidates are veterans with disabilities, and all individuals are eligible for the Schedule A Hiring Authority. WRP is jointly managed by the U.S. Department of Labor and the U.S. Department of Defense.

**To get started, go to [WRP.gov](https://wrp.gov) and register for an employer account today!** Once you receive your welcome email, you can begin searching a wide range of talent for internships, entry- and mid-level positions at your agency.

WRP will be hosting a webinar for federal employees to learn about this great resource on January 26, 2022, at 1:00pm ET. **Please register at [Workforce Recruitment Program \(WRP\) Federal Webinar](#).**



### IN THE NEWS:

**COVID SAFETY** - [Biden administration says it won't enforce federal employee vaccine mandate during ongoing litigation](#)

**FURLOUGHS** - [OPM Reminds Agencies of Revised Benefits Policies for Shutdowns](#)

**MINIMUM WAGE** - [Living our values by ensuring a livable wage](#)

**MINIMUM WAGE** - [Exclusive: Biden administration raises minimum wage for federal employees to \\$15](#)

**PERFORMANCE MANAGEMENT** - [OPM Set to Release New Guidance on Performance Management in a Hybrid Workplace](#)

**WHITE HOUSE FACT SHEET** - [FACT SHEET: Biden-Harris Administration Advances Equity and Opportunity for Asian American, Native Hawaiian, and Pacific Islander Communities Across the Country](#)

**WORKFORCE** - [Average Age of New Hires Not Much Lower than That of Current Workers](#)



### MARK YOUR CALENDAR:

1/25 Future of Work Working Group 11am-12pm

1/26 Executive Steering Committee 12pm-1pm

1/26 WRP Webinar 1pm-2pm – [Register here](#)

1/27 DEIA Bi-Weekly Office Hour 2-3pm

2/15 CHCO Council February Meeting 9:00am-11:00am



### JOBS OPPORTUNITIES:

1/24 – [Chief Diversity Officer \(SL\), Justice Management Division, Department of Justice \(DEU\)](#)



1/24 – Branch Chief (GS-15), Human Capital Analysis Branch, Nuclear Regulatory Commission (MPP)

1/25 - HR Specialist – Employee Engagement Officer, Office of Mission Support, US Environmental Protection Agency (MPP)

2/7 – Chief Learning and Engagement Officer (ES), Office of the Chief Human Capital Officer, Department of Homeland Security (DEU)



Message

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**From:** Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]  
**Sent:** 1/25/2022 1:18:54 PM  
**To:** Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Sykes, Tiffany [Sykes.Tiffany@epa.gov]; Parker, Krisheena [Parker.Krisheena@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]  
**CC:** Caro, Vique [Caro.Vique@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Harris, Chanya [Harris.Chanya@epa.gov]; Scola, Jennifer [Scola.Jennifer@epa.gov]  
**Subject:** RE: VA language re:injunction

Great – thanks all.

---

**From:** Atkinson, Ryan <Atkinson.Ryan@epa.gov>  
**Sent:** Tuesday, January 25, 2022 8:07 AM  
**To:** Helm, Arron <Helm.Arron@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Sykes, Tiffany <Sykes.Tiffany@epa.gov>; Parker, Krisheena <Parker.Krisheena@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>  
**Cc:** Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>  
**Subject:** RE: VA language re:injunction

Thanks Arron, we notified the staffers of this yesterday. We are updating the language in our VAs, tentative and final offer letters, and on the Careers page.

---

**From:** Helm, Arron <Helm.Arron@epa.gov>  
**Sent:** Tuesday, January 25, 2022 8:05 AM  
**To:** Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Sykes, Tiffany <Sykes.Tiffany@epa.gov>; Parker, Krisheena <Parker.Krisheena@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>  
**Cc:** Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>  
**Subject:** VA language re:injunction

In addition to modifying all open Vacancies announcements with similar language, also need to reissue all pending tentative and final offers per the below. Let me know if we need to discuss.

## Ex. 5 Deliberative Process (DP)

Arron E. Helm  
Acting Deputy Assistant Administrator for ARM  
Office of Mission Support  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
(919) 541-4252 (Office)  
(919) 672-2148 (Mobile)





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Message

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**From:** Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]  
**Sent:** 3/31/2022 4:16:58 PM  
**To:** Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Kamen, Mara [kamen.mara@epa.gov]  
**Subject:** FW: Chief Human Capital Officers Council 2021 Report to Congress  
**Attachments:** CHCOC-2021-Report-to-Congress.pdf

If interested in some light reading.

---

**From:** Conrad, Margot C. <Margot.Conrad@opm.gov>  
**Sent:** Thursday, March 31, 2022 11:30 AM  
**To:** Conrad, Margot C. <Margot.Conrad@opm.gov>  
**Cc:** Holman, Ella S. <Ella.Holman@opm.gov>; Kranitz, Laura L. <Laura.Kranitz@opm.gov>; CHCO Council <CHCOCouncil@opm.gov>  
**Subject:** Chief Human Capital Officers Council 2021 Report to Congress

CHCOs and Deputy CHCOs,

Today OPM issued the **Chief Human Capital Officers Council 2021 Report to Congress**. For the benefit of readers with disabilities, a 508-conformant version of this report is attached above and posted online at: <https://www.chcoc.gov/content/chief-human-capital-officers-council-2021-report-congress>.

The attached report highlights many of the Council's meetings, activities, and accomplishments throughout 2021. I'm proud of what we were able to do together last year. This work would not have been possible without your active participation, candid feedback and creative ideas. I look forward to a great year ahead!

Best,

Margot

**Margot Conrad**  
Senior Advisor to the Director &  
Executive Director, Chief Human Capital Officers Council  
U.S. Office of Personnel Management



# Chief Human Capital Officers Council 2021 Report to Congress

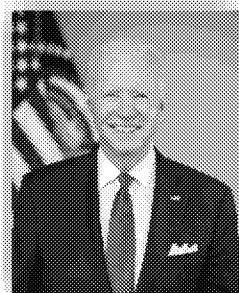
In accordance with requirement established through  
Public Law 107-296, Section 1303(d)



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MARCH 2022





"First, we commit to ensuring that the Federal workforce is strong, empowered, and well equipped to effectively deliver for the public. To do that, the Federal Government must become a model employer, with high employee engagement, a commitment to respect workers' right to organize and bargain collectively, and strong systems to hire, retain, and develop the people needed to deliver agency missions. That includes having a workforce – at every level – that looks like America. Being a model employer also includes evolving our workplaces and work practices to reflect the needs of our workforce today and tomorrow, including by ensuring that Federal employees have a voice in their workplaces through their unions. The people who serve in Government are our Government's most important assets."

- Biden-Harris Management Agenda



"This is a unique moment in our history. At a time of rapid change, we have an opportunity to strengthen and prepare the Federal workforce to meet America's needs for decades to come. The Chief Human Capital Officers (CHCO) Council is an invaluable collaborative resource for the Office of Personnel Management (OPM) and the Federal Government as we work to rebuild, reinforce, and support a two-million-person civilian workforce."

- OPM Director and CHCO Council Chair Kiran Ahuja



## **A Message from OPM Director and CHCO Council Chair, Kiran Ahuja**

I am pleased to present you with the 2021 CHCO Council Annual Report to Congress.

The Office of Personnel Management was proud to resume full stewardship of the CHCO Council in July 2021. The Council helps OPM deliver on our top priority: serving as a key strategic human capital partner for Federal agencies. As human capital leaders from across the Federal Government, CHCOs regularly offer input; they challenge our assumptions and strengthen our policies; and they deliver feedback in real-time, allowing us to provide timely support to help Federal agencies deliver on their respective missions.

In 2021, the CHCO Council played a key role in many of the important issues OPM addressed. CHCO input was integral to our workplace safety policies and contributed to our broader efforts to instill diversity, equity, inclusion, and accessibility (DEIA) practices throughout the Federal employment cycle. OPM is helping to lead these workstreams across the Federal Government, and CHCO guidance strengthened our strategies to ensure each agency succeeds.

Over the same time period, OPM was also responsive to the CHCO Council requests. In July 2021, OPM released Additional Guidance on Post-Reentry Personnel Policies and the Work Environment, and in November 2021, released an updated Guide to Telework and Remote Work in the Federal Government. The guidance, which encourages agencies to lean into workplace flexibilities that have proven indispensable to continued operations throughout the pandemic, was formulated with input by the CHCO Council Working Group on the Future of Work and disseminated throughout the Government by the CHCO network at large as well as shared on a new OPM Future of Work webpage that was created to provide a one-stop shop for agencies to receive information.

Looking forward, I expect 2022 to be an even more successful year than the last, and the CHCO Council will continue to play a key role in that. OPM is focused on helping agencies build the workforce they need to make the Bipartisan Infrastructure Law a success. CHCOs are key collaborators in



those efforts. We will work closely with CHCOs – a number of whom will serve as Strategy Leads – on the implementation of Priority 1 of the President’s Management Agenda: Strengthening and Empowering the Federal Workforce. We will continue to partner with the Council to champion the Federal workforce and make sure that the human capital function has the support it needs for success. We will do so through continued collaboration with CHCOs as we develop human capital policies and services.

In the pages that follow, you will find an in-depth reporting of the CHCO Council’s work and impact throughout 2021. If my office can answer any further questions, please contact Margot Conrad and the CHCO Council team at [CHCOCouncil@opm.gov](mailto:CHCOCouncil@opm.gov).

Sincerely,

/s/

Kiran Ahuja

OPM Director and CHCO Council Chair  
U.S. Office of Personnel Management



## **A Message from Executive Director of the CHCO Council and Senior Advisor to the Director, Margot Conrad**

I am honored to reflect on the accomplishments of the CHCO Council in this 2021 Annual Report to Congress. Twenty twenty-one was a rebuilding year, as the Council took steps to reinvent itself. Our success was marked by the development of a stronger partnership between OPM, the Office of Management and Budget (OMB), and the CHCO Council and the achievement of key milestones such as officially reinstating CHCO Council functions at OPM, issuing a new CHCO Council charter and launching an Executive Steering Committee. As Executive Director, I am proud of what we achieved and believe we laid the groundwork in 2021 for continued growth and success in 2022.

When I joined the Biden-Harris Administration on January 20, 2021, the task before us was great. CHCOs were facing significant challenges, particularly with respect to managing and leading during a pandemic and presidential transition. The Council, itself, had not met formally for most of 2020 and resources (staff and budget) had been reduced dramatically. A report issued by the National Academy of Public Administration (NAPA) on “Elevating Human Capital” issued in March 2021 found that in recent years the CHCO Council had been an underused resource. In summary, there was much work to do to rebuild OPM, the CHCO Council, and trust between CHCOs, the Council and its leadership at OPM and OMB.

The report below highlights the critical work we’ve done to rebuild the Council and, in doing so, intentionally strengthen the relationship, particularly between CHCOs and OPM leadership. We have had great success as a Council in helping to facilitate work products, contributing to policy guidance, and sharing best practices that support the Federal workforce and the Government’s HR community through the establishment of three working groups focused on CHCO Council operations, preparing for the future of work, and supporting diversity, equity, inclusion, and accessibility.



I am pleased to share these highlights from the year and look forward to the continued work ahead.

Sincerely,

/s/

Margot Conrad

Executive Director of the CHCO Council and Senior Advisor to the Director  
U.S. Office of Personnel Management



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# Executive Summary

## Overview

Twenty-twenty one was a rebuilding year for the CHCO Council. Under the leadership of OPM Director and CHCO Council Chair, Kiran Ahuja, OMB Deputy Director for Management and CHCO Council Vice Chair, Jason Miller, and Executive Director of the CHCO Council and Senior Advisor to the Director, Margot Conrad, the Office of Personnel Management took significant steps to reinvigorate the Council in 2021. Administrative functions were returned to OPM, the Council's budget and staff increased to more accurately reflect its important mission, and it resumed regular meetings and working groups. As a result, the Council members are more engaged, and the Council infrastructure is stronger. This report covers CHCO Council activities from January 1 through December 31, 2021.

## CHCO Council Functions Reinstated at OPM

A priority from day one of the Biden-Harris administration was restoring the CHCO Council functions back at OPM, after the leadership and administration were bifurcated between OPM and the General Services Administration (GSA) in 2019. OPM values its consolidated leadership of the Council as the agency strives to be a strategic partner to agencies and champion for the Federal human resources community. In July 2021, at her first CHCO Council meeting, Director Ahuja announced that OPM was once again administering the Council. Restoring these functions to OPM elevates the voices of CHCOs and strengthens the connection between Government-wide human capital strategy and policy development and agency-level human capital management. The move signaled OPM's commitment to engaging and elevating the CHCOs as strategic human capital partners. Later in the year, the CHCO Council issued a revised CHCO Council charter and stood up a new Executive Steering Committee.



## **CHCO Council Meetings**

The CHCO Council Executive Director brought the CHCO community together virtually for a first meeting on January 27, 2021, with OPM Acting Director, Kathleen McGettigan, serving as CHCO Council Chair and OMB Acting Deputy Director for Management, Lesley Field, as Vice Chair. For the remainder of calendar year 2021, the CHCO Council met monthly via a virtual platform generally on the third Tuesday of the month for two hours. No monthly CHCO Council meetings were held in-person during the 2021 calendar year to protect the Federal workforce during the Coronavirus Disease 2019 (COVID-19) emergency.

In addition to monthly Council meetings, CHCO Council staff hosted several briefings and/or events for the broader CHCO community on executive orders, policy guidance, or emerging issues. The Council also hosted informal policy feedback sessions with OPM as a way to provide pre-decisional input on policy matters. Three working groups were established with regular meeting cadences focusing on strengthening the CHCO Council, preparing for the future of work, and supporting DEIA. Finally, the CHCO Council held its annual public meeting on Tuesday, December 14, 2021, via a virtual web platform. The event was announced in the Federal Register with additional outreach to labor unions, management associations, and the press. More than one hundred individuals attended.



# **Authority and Purpose of the Chief Human Capital Officers Council**

## **Authority**

The CHCO Council (Council) was formally established by the Chief Human Capital Officers Act of 2002 (Act), which was enacted as part of the Homeland Security Act, Public Law 107-296, on November 25, 2002. Effective May 24, 2003.

## **Purpose**

The CHCO Council is the principal interagency forum to advise and coordinate the activities of the agencies of its members on such matters as modernization of human resources systems, improved quality of human resources information and legislation affecting human resources operations and organizations.



# CHCO Council 2021 Activities

## CHCO Council Meeting Highlights

The CHCO Council chair and vice chair presided over monthly CHCO Council meetings, with the CHCO Council Executive Director facilitating. Chief Human Capital Officers from the 24 Chief Financial Officers (CFO) Act agencies attended and represented their agencies. In addition, Jamesa Moone attended in her capacity as chair of the Small Agency Human Resources Council (SAHRC). CHCOs from OMB and the Office of the Director of National Intelligence attended, as well, as was the historical precedent. Starting in September, Deputy CHCOs were invited to attend CHCO Council meetings in addition to but not in lieu of CHCOs. However, there were times when the CHCO Council held Executive Sessions that were CHCO-only to allow for smaller group discussions around strategic topics.

CHCO Council meeting agendas during the 2021 calendar year included, but were not limited to, the following topics:

- Implementation of Executive Order (EO) 14003 on Protecting the Federal Workforce
- Implementation of workforce provisions contained in the American Rescue Plan
- Safer Federal Workforce Task Force guidance
- Guidance, tools, and resources to facilitate the post-reentry work environment and the longer-term future of work
- Federal workforce priorities discussion with the OPM Director
- President's Management Agenda
- Implementation of Executive Order 14035 on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce
- Surge hiring initiatives and new hiring regulations
- OPM's FY22-FY26 Strategic Plan
- Legislative updates
- Delegated examining assessments and certification
- Federal Employee Viewpoint Survey and pulse surveys
- M-21-27 Evidence Act guidance



## Working Groups

After CHCO Council monthly meetings were reestablished, the members worked with the Council Executive Director to initially establish three working groups. Each working group was co-chaired by a CHCO and an OPM senior leader. Members consisted of CHCOs, Deputy CHCOs, OPM subject matter experts and other HR leaders who volunteered their time and expertise to help the working groups achieve their respective goals. The three working groups for 2021 were as follows:

### **1. Strengthening the CHCO Council Working Group**

This working group was co-chaired by Raymond Limon, Chief Human Capital Officer at the Department of the Interior, and Margot Conrad, Executive Director of the CHCO Council and Senior Advisor to the Director at the Office of Personnel Management. To help rebuild the Council with its return to OPM, this working group focused on reviewing and proposing updates to the CHCO Council charter, which had not been updated since 2003, and supporting the CHCO Council Executive Director in reviewing and improving Council operations, resources, membership, communication, and connectivity with other cross-agency councils. In December 2021, the CHCO Council released an updated CHCO Council charter, approved by the chair and vice chair, which was a product of this working group. Please see Appendix 2 for the new CHCO Council charter. The updated charter includes several changes intended to strengthen and elevate the Council. Of note are:

- Updated objectives emphasizing the Council's role in identifying and sharing promising practices, specifically areas such as embracing strategies, policies, and processes to support a modernized Federal workforce and workplace, and in selecting, developing, training, and managing a diverse, inclusive, high-quality, productive workforce.
- Language clarifying the role and responsibilities of the leadership and membership, including new language on ex-officio members, which is intended to strengthen the CHCO Council's relationship with other cross-agency councils.



- Language laying the groundwork for a new Executive Steering Committee that would be responsible for advising the Council Leadership on the Council's strategic direction and priorities and fostering a strong relationship between OPM and the Council.

## **2. Future of Work Working Group**

Co-chaired by Traci DiMartini, Chief Human Capital Officer at the General Services Administration, and Brenda Roberts, Deputy Associate Director for Pay and Leave at the Office of Personnel Management, this working group's goal was to provide input on the vision and guiding principles for the post-reentry work environment, as well as policy guidance and resources needed to support the transition to a hybrid work environment and the longer-term future of work based on lessons learned. The working group met frequently, held robust discussions with subject matter experts at OPM, and contributed to the development of several products including:

- OPM's FAQs and guidance related to Post-Reentry Personnel Policies and Work Environment;
- OPM's 2021 Guide to Telework and Remote Work in the Federal Government; and
- OPM's Future of Work webpage

## **3. Diversity, Equity, Inclusion, and Accessibility Working Group**

Jamesa Moone, Chief Human Capital Officer for the United States Trade Representative and Chair of the Small Agency Human Resources Council, and Allison Wise, Acting Deputy Associate Director for Diversity and Inclusion Program, then later, Natalie Veeney, Deputy Director of the Office of Diversity, Equity, Inclusion, and Accessibility at the Office of Personnel Management, co-chaired this working group. This working group was stood up prior to Executive Order (EO) 14035 and was a place for CHCOs and human capital leaders to begin conversations about this key administration priority. The working group identified more than 40 promising practices for embedding DEIA in all areas of human resources including outreach, recruitment,



onboarding, advancement, learning & development, performance & awards, and retention.

In addition to the working groups, the CHCO Council created a new **Executive Steering Committee (ESC)** at Director Ahuja's request – and per the updated CHCO Council charter – to elevate the CHCO voice and advise the Council leadership on the Council's strategic direction and priorities and foster a strong relationship between the Council and OPM. The CHCO Council facilitated a peer-nomination and approval process for the new Executive Steering Committee, with final approval by the CHCO Council chair and vice-chair. The ESC is diverse, with members representing varied backgrounds and experiences, agencies of different sizes and mission areas, and lengths of tenure. Committee members will serve two-year terms. The current members of the ESC are:

- Margot Conrad, Executive Director of the CHCO Council
- Traci DiMartini, CHCO at the General Services Administration
- Catherine Emerson, CHCO at the Department of Justice
- Wonzie Gardner, CHCO at the National Science Foundation
- Jamesa Moone, CHCO at the U.S. Trade Representative and Chair of the Small Agency Human Resources Council
- Tracey Therit, CHCO at the Department of Veterans Affairs

ESC members will provide input on meeting agendas and on the creation of future working groups and standing committees. Members are also available to quickly provide input on policy or operational matters at the request of the chair, when needed. The ESC began meeting on a bi-weekly basis at the end of 2021. The ESC held an offsite in December to discuss CHCO Council priorities for 2022.

## **CHCO Community Meetings**

In addition to the official monthly CHCO Council meetings, CHCO Council staff brought the CHCO community together several times throughout the course of the year to discuss executive orders, policy guidance, or emerging issues. Several conversations centered around the post-reentry work



environment guidance and workforce safety protocols. Other topics focused on surge hiring at the border to support unaccompanied children, planning for the 2021 Federal Employee Viewpoint Survey (FEVS) and FEVS modernization for 2022, preparing for potential funding lapse, and effective hiring assessments.

## **CHCO Council Policy Feedback Sessions**

OPM actively sought CHCO input in the development of human capital policy in 2021. Council staff convened CHCOs, often in small group discussions, for informal policy feedback sessions. Examples of topics discussed include strategies to increase the minimum wage for Federal employees to \$15 per hour, the ten-year term appointment draft regulation, and guidance on promoting access to voting, as directed by Executive Order 14019. The renewed relationship between OPM and CHCOs was exemplified by the issuance of policy guidance implementing the new Federal holiday to celebrate Juneteenth. In less than 24 hours, OPM drafted implementing guidance, met with CHCOs, incorporated feedback, and issued implementing guidance. CHCO feedback was also invaluable in the development of the Federal Workforce Priorities Report set to be issued in 2022.

## **Annual Meeting**

The CHCO Council held its annual public meeting virtually on Tuesday, December 14, 2021. The agenda included a discussion of the CHCO Council chair's vision for the future, CHCO Council accomplishments, CHCO Council working group highlights, a presentation about the Department of Homeland Security's Cybersecurity Talent Management System (CTMS), and CHCO recognition. The event was noticed in the Federal Register with additional outreach to labor unions, management associations, and the press. More than one hundred individuals attended.

## **Cross-Agency Council Engagement**

In 2021, the CHCO Council intentionally built relationships with other Councils such as the Chief Data Officers Council, the Chief Information Officers Council, and the Chief Financial Officers Council and met with



members and staff of their respective workforce working groups to discuss shared priorities and initiatives.

Additionally, CHCO Council staff began attending Chief Learning Officers (CLO) Council meetings and regularly meet with CLO Council leadership to keep closely aligned on respective work. The CLO Chair was also invited to attend CHCO Council monthly meetings. Several agency CLOs participated in CHCO Council working groups.

The CHCO Council has established a good relationship with the Small Agency Human Resources Council and has attended and briefed the Council on CHCO Council efforts. The SAHRC Chair is both a member of the CHCO Council and CHCO Council ESC.

The CHCO Council has a representative on the President's Management Council (PMC) Working Group on Reentry and the Future of Work and beginning in June the CHCO Council Executive Director and the PMC Working Group CHCO representative participated in weekly cross-agency council meetings convened by OMB.

In addition, the CHCO Council Executive Director facilitated a panel discussion – with CHCO Council representation on the panel – at a GSA-hosted Workforce Summit in August.

## **CHCO Council Operations**

### **CHCO Council Communication**

As part of reestablishing the CHCO Council functions at OPM, Council staff focused on developing a new communication strategy for the Council. The CHCO Council communicates with several stakeholders including Council members, human capital leaders, and the public through different communication channels. In early summer, CHCO Council staff asked CHCOs about their communication preferences. Their feedback led to the following changes:



- Changed the previous biweekly CHCO Council newsletter to a streamlined operational weekly email at the beginning of the week from the Executive Director to CHCOs and Deputy CHCOs. The email includes important items happening in the week ahead in the human capital space, recent memoranda, guidance, or policy, reminders about data call deadlines, upcoming CHCO Council meetings and/or workgroup activity, sharing of key HR job postings, and requests from CHCOs on particular topics to facilitate information sharing and learning.
- Created a space for collaboration, best practice sharing, and communication. CHCOs opted to discontinue the non-public collaboration capability on the current CHCOC.gov website, last used in September 2018. Instead, the CHCO Council created a new virtual collaboration space for CHCOs, Deputy CHCOs, and working groups. This online space is an important tool to link CHCOs across agencies for more streamlined, consistent communications and real-time collaboration.
- Designed a modernized CHCOC.gov website to improve the content and user experience and ease staff maintenance. The new CHCO Council website will go live in calendar year 2022.

## **CHCO Contributions to the OPM Strategic Plan and President's Management Agenda**

### **OPM Strategic Plan**

In early 2021, the CHCO Council Executive Director convened two focus groups designed to provide CHCOs with an opportunity to provide input on OPM's FY22-FY26 Strategic Plan. Facilitated by OPM's Office of Planning and Evaluation, CHCOs shared candid feedback and recommendations that helped inform the agency's priorities.

In addition, the CHCO Council and OPM staff designed a special Executive Session during the October CHCO Council meeting to preview OPM's Strategic Plan. Members were separated into small groups to discuss ways that the CHCO Council can help support implementation of the plan, for example around how OPM can best engage CHCOs in the policy development



process, how OPM can work with the CHCO Council to ensure agencies have high quality data to make workforce decisions, and how OPM can work with the CHCO Council to recognize and elevate the Federal workforce.

## **President's Management Agenda**

As the President's Management Council convened to begin developing the priorities of the President's Management Agenda (PMA) in the summer of 2021, the CHCO Council Chair facilitated a conversation with CHCOs to get feedback on priorities for OPM as well as the broader Government-wide management agenda. Council members raised important issues around the importance of recruiting the next generation of talent and focusing on engagement and retention. The input was an invaluable contribution to the development of the PMA.

The PMA was issued in November 2021. Strengthening and Empowering the Federal Workforce is the first priority in the PMA, emphasizing the commitment to human capital issues. CHCOs will play a critical role in implementation, many serving as Strategy Leads or active participants in PMA Strategy working groups in 2022.



## Appendix 1: CHCOC.gov Transmittals

In 2021, OPM — acting through the CHCO Council — transmitted a total of 71 guidance documents to CHCOs, HR Directors, and Heads of Agencies between January 1, 2021, and December 31, 2021. These can be viewed on the CHCO Council website ([www.CHCOC.gov](http://www.CHCOC.gov)) or in the Appendix below.

Date	Transmittal Title	Author and Authority
1-Jan-21	<a href="#">January 2021 Pay Adjustments</a>	Michael Rigas, Acting OPM Director
1-Jan-21	<a href="#">Fiscal Year 2021 Prevailing Rate Pay Adjustments</a>	Michael Rigas, Acting OPM Director
1-Jan-21	<a href="#">2020 Annual Review of Special Rates (Results)</a>	Michael Rigas, Acting OPM Director
1-Jan-21	<a href="#">Continued Pay Freeze for Certain Senior Political Officials</a>	Michael Rigas, Acting OPM Director
5-Jan-21	<a href="#">Higher Annual Leave Carryover Limit under Section 1111 of the National Defense Authorization Act for Fiscal Year 2021</a>	Michael Rigas, Acting OPM Director
8-Jan-21	<a href="#">Governmentwide Moratorium on Senior Executive Service (SES) Qualifications Review Board (QRB) Cases – Presidential Election Year 2020</a>	Dennis Kirk, Esq., Employee Services (ES) Associate Director
12-Jan-21	<a href="#">Temporary Transition Schedule C Authority and Temporary Transition Senior Executive Service Appointment Authorities</a>	Michael Rigas, Acting OPM Director
13-Jan-21	<a href="#">Update on the Federal Government Status for Employees Located in the Washington, DC, Area Surrounding the Inauguration</a>	Michael Rigas, Acting OPM Director



<b>Date</b>	<b>Transmittal Title</b>	<b>Author and Authority</b>
14-Jan-21	<u>Technical Amendments Related to Family and Medical Leave and Paid Parental Leave under Section 1103 of the National Defense Authorization Act for Fiscal Year 2021</u>	Michael Rigas, Acting OPM Director
17-Jan-21	<u>Pay and Benefits for Noncareer Appointees Who Resign on Inauguration Day</u>	Dennis Kirk Esq., ES Associate Director
1-Feb-21	<u>Request for Data for the FY 2020 Physicians' Comparability Allowance Report to Congress</u>	Kathleen McGettigan, Acting OPM Director
5-Feb-21	<u>Request for CY 2020 Data on Student Loan Repayments</u>	Robert Shriver III, ES Associate Director
10-Feb-21	<u>Washington, DC, Area Dismissal and Closure Procedures during COVID-19 "Maximum Telework"</u>	Kathleen McGettigan, Acting OPM Director
16-Feb-21	<u>Recent Pay and Leave-Related Legislative Changes</u>	Kathleen McGettigan, Acting OPM Director
22-Feb-21	<u>Political Appointees and Career Civil Service Positions</u>	Mark Lambert, Merit System Accountability and Compliance (MSAC) Associate Director
25-Feb-21	<u>Assessing the Suitability/Fitness of Applicants or Appointees on the Basis of Marijuana Use; Maintaining a Drug-Free Workplace</u>	Kathleen McGettigan, Acting OPM Director
3-Mar-21	<u>Call for Nominations for FY2021 Presidential Rank Awards</u>	Kathleen McGettigan, Acting OPM Director
4-Mar-21	<u>Fiscal Year 2020 Federal Executive Board National Network Annual Report</u>	Kathleen McGettigan, Acting OPM Director



<b>Date</b>	<b>Transmittal Title</b>	<b>Author and Authority</b>
5-Mar-21	<u>Guidance for Implementation of Executive Order 14003 - Protecting the Federal Workforce</u>	Kathleen McGettigan, Acting OPM Director
8-Mar-21	<u>Amendment to Temporary Transition Senior Executive Service Appointment Authorities</u>	Kathleen McGettigan, Acting OPM Director
8-Mar-21	<u>Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for Fiscal Year 2020</u>	James Craft, SES & Performance Management Deputy Associate Director
8-Mar-21	<u>Revocation of Executive Order 13950</u>	Kathleen McGettigan, Acting OPM Director
11-Mar-21	<u>CFC Special Solicitation – 2021 Winter Storm Shirley Response and Recovery</u>	Kathleen McGettigan, Acting OPM Director
15-Mar-21	<u>Emergency Leave Transfer for Federal Employees Adversely Affected by the Texas Severe Winter Storm February 2021</u>	Kathleen McGettigan, Acting OPM Director
25-Mar-21	<u>Detail Opportunity: Information for Department/Agency Leadership</u>	Kathleen McGettigan, Acting OPM Director
29-Mar-21	<u>Extension of the Coronavirus COVID-19 Schedule A Hiring Authority</u>	Kathleen McGettigan, Acting OPM Director
9-Apr-21	<u>Federal Workforce Competency Initiative Survey</u>	Kathleen McGettigan, Acting OPM Director
22-Apr-21	<u>Premium Pay Guidance for Federal Employees Performing Work in Support of the Unaccompanied Children Program</u>	Kathleen McGettigan, Acting OPM Director
29-Apr-21	<u>COVID-19 Emergency Paid Leave</u>	Kathleen McGettigan, Acting OPM Director



<b>Date</b>	<b>Transmittal Title</b>	<b>Author and Authority</b>
7-May-21	<u>Six New Academic Agreements Offer Federal Employees Reduced Tuition Rates to Pursue Post-Secondary Education</u>	Kathleen McGettigan, Acting OPM Director
7-May-21	<u>Interim Guidance - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates</u>	Kathleen McGettigan, Acting OPM Director
13-May-21	<u>2020 Executive Rotations Call for Data</u>	Robert Shriver III, ES Associate Director
13-May-21	<u>Supporting the Mental Health and Well-Being of Federal Employees</u>	Robert Shriver III, ES Associate Director
18-May-21	<u>Guidance on Labor-Management Relations in the Executive Branch</u>	Kathleen McGettigan, Acting OPM Director
2-Jun-21	<u>2021 Combined Federal Campaign</u>	Kathleen McGettigan, Acting OPM Director
8-Jun-21	<u>Human Resources Management Job Analysis Survey</u>	Robert Shriver III, ES Associate Director
17-Jun-21	<u>Juneteenth National Independence Day Holiday</u>	Kathleen McGettigan, Acting OPM Director
23-Jul-21	<u>Additional Guidance on Post-Reentry Personnel Policies &amp; Work Environment</u>	Kiran Ahuja, OPM Director
1-Sep-21	<u>Human Resources Flexibilities and Procedures for Disasters and Other Emergency Situations</u>	Kiran Ahuja, OPM Director
3-Sep-21	<u>Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Ida</u>	Kiran Ahuja, OPM Director



<b>Date</b>	<b>Transmittal Title</b>	<b>Author and Authority</b>
20-Sep-21	<u>Foundations for Evidence-Based Policymaking Act of 2018 – Program Evaluation Competencies and OPM Program Evaluation Workforce and Job Analysis Employee and Supervisor Surveys</u>	Kiran Ahuja, OPM Director
1-Oct-21	<u>Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043</u>	Kiran Ahuja, OPM Director
1-Oct-21	<u>Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043</u>	Kiran Ahuja, OPM Director
4-Oct-21	<u>Human Capital Framework Evaluator Training</u>	Mark Lambert, MSAC Associate Director
4-Oct-21	<u>2021 Federal Employee Benefits Survey</u>	Kiran Ahuja, OPM Director
5-Oct-21	<u>2021 Annual Review of Special Rates (Data Call)</u>	Kiran Ahuja, OPM Director
5-Oct-21	<u>Continuation of National Emergency in Iraq</u>	Robert Shriver III, ES Associate Director
6-Oct-21	<u>Agency Noncompetitive Hiring Authority of Military Spouses Annual Reporting</u>	Robert Shriver III, ES Associate Director
6-Oct-21	<u>Fiscal Year 2022 Evaluation System Assessment</u>	Mark Lambert, MSAC Associate Director
7-Oct-21	<u>Addendum Emergency Leave Transfer Hurricane Ida</u>	Kiran Ahuja, OPM Director
13-Oct-21	<u>2021 Office of Personnel Management Federal Employee Viewpoint Survey</u>	Kiran Ahuja, OPM Director
14-Oct-21	<u>Governmentwide Learning and Development Survey (2021)</u>	Robert Shriver III, ES Associate Director



<b>Date</b>	<b>Transmittal Title</b>	<b>Author and Authority</b>
20-Oct-21	<u>Highlighting Bargaining Unit Employee Rights Hiring and Boarding Process</u>	Kiran Ahuja, OPM Director
20-Oct-21	<u>Guidance on Implementation EO 14025 Highlighting Bargaining Unit Employee Rights Join Union and Boarding Process</u>	Kiran Ahuja, OPM Director
26-Oct-21	<u>Agency Disabled Veterans Affirmative Action Program DVAAP Annual Reporting</u>	Robert Shriver III, ES Associate Director
3-Nov-21	<u>COVID-19 Vaccination of Children Ages 5 and Older</u>	Kiran Ahuja, OPM Director
12-Nov-21	<u>2021 Guide to Telework and Remote Work in the Federal Government</u>	Kiran Ahuja, OPM Director
18-Nov-21	<u>Annual Leave Restoration Procedures for Leave Year 2021</u>	Kiran Ahuja, OPM Director
1-Dec-21	<u>Talent Surge Executive Playbook and Talent Surge Hiring Authorities Fact Sheet: Empowering Agencies To Meet Their Workforce Needs</u>	Kiran Ahuja, OPM Director
2-Dec-21	<u>Leave policies related to COVID-19 Vaccination Boosters</u>	Kiran Ahuja, OPM Director
10-Dec-21	<u>Extension of the Coronavirus COVID-19 Schedule A Hiring Authority</u>	Kiran Ahuja, OPM Director
14-Dec-21	<u>CHCO Council Charter Effective 12.14.21</u>	CHCO Council
20-Dec-21	<u>Human Capital Operating Plan (HCOP) Guidance for Fiscal Years 2022-2026</u>	Kiran Ahuja, OPM Director
20-Dec-21	<u>Position Classification Flysheet and Qualifications Standard for the Data Science Series, 1560</u>	Kimberly A. Holden, Deputy Associate Director Talent Acquisition, Classifications and Veterans Programs



<b>Date</b>	<b>Transmittal Title</b>	<b>Author and Authority</b>
22-Dec-21	<u>January 2022 Pay Adjustments</u>	Kiran Ahuja, OPM Director
22-Dec-21	<u>Continued Pay Freeze for Certain Senior Political Officials</u>	Kiran Ahuja, OPM Director
22-Dec-21	<u>Fiscal Year 2022 Prevailing Rate Pay Adjustments</u>	Kiran Ahuja, OPM Director
22-Dec-21	<u>2021 Annual Review of Special Rates (Results)</u>	Kiran Ahuja, OPM Director
29-Dec-21	<u>Updated Interim Guidance - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates</u>	Kiran Ahuja, OPM Director
30-Dec-21	<u>Annual Data Call for Pathways Programs for FY 2022</u>	Robert Shriver III, ES Associate Director
30-Dec-21	<u>2021 Telework Call for Data</u>	Robert Shriver III, ES Associate Director



## Appendix 2: CHCO Council Updated Charter

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# Chief Human Capital Officers (CHCO) Council Charter Effective December 14, 2021

## Name of Organization

Chief Human Capital Officers (CHCO) Council

## Authority

The CHCO Council (Council) was formally established by the Chief Human Capital Officers Act of 2002 (Act), which was enacted as part of the Homeland Security Act, Public Law 107-296, on November 25, 2002. Effective May 24, 2003.

## Purpose

The CHCO Council is the principal interagency forum to advise and coordinate the activities of the agencies of its members on such matters as modernization of human resources systems, improved quality of human resources information and legislation affecting human resources operations and organizations.

## Objectives

The CHCO Council shall perform functions that include the following:



- Inform and coordinate the activities of its member agencies on such matters as modernization of human resources systems and practices, improved quality of human resources information, and legislation affecting human resources management operations and organizations.
- At the request of the Chair, the Council may provide views to Office of Personnel Management (OPM), the Office of Management and Budget (OMB), and agency leaders on human capital strategies and policies, as well as on the assessment of human capital management in Federal agencies.
- Identify and share promising practices with CHCOs and other officials with similar responsibilities in fulfilling their individual responsibilities in an effort to:
  - promote a culture of continuous human capital learning and high performance;
  - embrace strategies, policies, and processes to develop and support a modernized federal workforce and workplace;
  - support consistency in the implementation of the law governing the Federal civil service; and
  - support agency leaders in carrying out their responsibilities for selecting, developing, training, and managing a diverse, inclusive, high-quality, productive workforce in accordance with merit system principles.

## **Leadership and Membership**

### **Council Leadership**

- The OPM Director is the Chairperson
- The OMB Deputy Director for Management is the Vice-Chairperson
- The OPM Chief Human Capital Officers Council Executive Director provides strategic direction and oversees the activities of the Council

### **Leadership Responsibilities**

- Convene the Council and preside over meetings
- Foster inter-agency and stakeholder collaboration

### **Council Membership**

- The Chief Human Capital Officers of Executive departments.
- The Act also provides that the Director of OPM may designate other members of the Council. Such additional members may include, but are not limited to:
  - the Chief Human Capital Officers of other Executive agencies;
  - the Chair of the Small Agency HR Council; and



- members who are designated on an ex officio basis and who may be invited to contribute to projects, as particular skills and expertise are needed.

## **Membership Responsibilities**

- Attend regularly scheduled meetings and/or events and forums
- Designate a representative (e.g., Deputy CHCO) in rare circumstance should the CHCO be unavailable
- Be an active participant and vote when required
- At the discretion of the Chair, represent Council interests at other CXO sponsored meetings and/or events and forums.

## **Ex-Officio Members**

The following members may attend the Council meetings as non-voting participants:

- Chief Financial Officers Council representative
- Chief Information Officers Council representative
- Chief Data Officer Council representative
- Chief Learning Officer Council representative
- Chief Acquisition Officers Council representative
- Others designated recommended by the Executive Steering Committee, if constituted at the request of the Chair

## **Committee Structure and Procedures**

### **Standing Committees**

#### **Executive Steering Committee**

At the request of the Chair, the Executive Director may lead an Executive Steering Committee (ESC) for the CHCO Council. The ESC will be responsible for advising the Council Leadership on the Council's strategic direction and priorities and fostering a strong relationship between OPM and the Council. The ESC will provide feedback to the Council's Executive Director on proposed agenda items for meetings. At the direction of the Chair, the ESC will also advise on the creation of Standing Committees and Working Groups – including their goals and outcomes – and assist with recruiting other CHCOs or Deputy CHCOs to participate in these groups. At the request of the Chair and where timing is of the essence, the ESC will be available to provide feedback to OPM on exigent policy or operational needs when feedback before a full Council meeting is not available.



If constituted, the Executive Steering Committee membership will include the following:

- Executive Director
- Up to five (5) Council Members to be selected by the Executive Director, and approved by the Chair, for a two-year term

The ESC may be disbanded at any time at the discretion of the Chair.

## **Additional Standing Committees and/or Working Groups**

At the request of the Chair, the CHCO Council may create additional Standing Committees to inform and recommend solutions to strategic challenges that can last over several years and/or transcend Administrations or Working Groups to address emerging needs that are time-limited in nature and are oriented towards more tactical solutions. CHCO Council members, Deputy CHCOs and/or designees may lead or participate on these committees or working groups. The CHCO Council's Executive Director is responsible for providing guidance and direction to these committees or groups.

## **Annual Public Council Meeting**

As required by the Act, at least once a year, representatives of employee labor organizations will be invited to attend a Council meeting. At the discretion of the Chair, representatives of other organizations may be invited to attend Council meetings.

## **Council Support and Sponsored Events**

The staff of the Council, led by the Executive Director, shall provide strategic guidance and oversee all activities of the Council, including setting priorities, promoting collaboration, and proposing and managing the Council's budget.

## **Voting**

When votes are taken either at the Full Council or Executive Steering Committee on recommendations to take to the Chair, each eligible voting member of the Council or Committee will get one vote and the member must be present. There is no minimum requirement to establish a quorum at a meeting.

## **Annual Report**

The Act requires that the Council submit each year to Congress a report on the activities of the Council.

## **Amendments**

This Charter may be amended with input from the CHCO Council and at the discretion of the Chairperson.



### Appendix 3: CHCO Council Member List as of December 31, 2021

Agency	Title	Name
Agency for International Development	Acting CHCO	Peter Malnak
Agency for International Development	DCHCO	Jeffery Anoka
Department of Agriculture	CHCO	Anita Adkins
Department of Agriculture	DCHCO	Allen Hatcher
Department of Commerce	CHCO	Jessica Bensel
Department of Commerce	DCHCO	Paula Patrick
Department of Defense	CHCO	Nancy Anderson Speight
Department of Defense	DCHCO	Vacant
Department of Education	CHCO	Antonia Harris
Department of Education	DCHCO	Nathaniel Benjamin
Department of Energy	CHCO	Erin Moore
Department of Energy	DCHCO	Bindu Jacob
Department of Health and Human Services	Acting CHCO	Tia Butler
Department of Health and Human Services	DCHCO	Vacant
Department of Homeland Security	CHCO	Angela Bailey
Department of Homeland Security	DCHCO	Roland Edwards
Department of Housing and Urban Development	CHCO	Lori Michalski
Department of Housing and Urban Development	DCHCO	Priscilla Cark
Department of the Interior	CHCO	Raymond Limon
Department of the Interior	DCHCO	Jennifer Ackerman
Department of Justice	CHCO	Catherine Emerson
Department of Justice	DCHCO	Shawn Flinn
Department of Labor	CHCO	Sydney Rose
Department of Labor	DCHCO	Carin Otero
Department of State	CHCO	Carol Perez
Department of State	DCHCO	Phil Lussier



<b>Agency</b>	<b>Title</b>	<b>Name</b>
Department of the Treasury	CHCO	Trevor Norris
Department of the Treasury	DCHCO	Colleen Heller-Stein
Department of Transportation	CHCO	Philip McNamara
Department of Transportation	DCHCO	Anne Audet
Department of Veterans Affairs	CHCO	Tracey Therit
Department of Veterans Affairs	DCHCO	Vacant
Environmental Protection Agency	Acting CHCO	Arron Helm
Environmental Protection Agency	DCHCO	Mara Kamen
General Services Administration	CHCO	Traci DiMartini
General Services Administration	DCHCO	Merrick Krause
National Aeronautics and Space Administration	CHCO	Jane Datta
National Aeronautics and Space Administration	DCHCO	Brady Pyle
National Science Foundation	CHCO	Wonzie Gardner
National Science Foundation	Acting DCHCO	Bill Malyszka
Nuclear Regulatory Commission	CHCO	Mary Lamary
Nuclear Regulatory Commission	DCHCO	Eric Dilworth
Office of the Director of National Intelligence	Acting CHCO	Sherry Van Sloun
Office of the Director of National Intelligence	DCHCO	Zev Goldrich
Office of Management and Budget	CHCO	Sarah Spooner
Office of Management and Budget	DCHCO	Veta Hurst
Office of Personnel Management	CHCO	Tyshawn Thomas
Office of Personnel Management	DCHCO	Carmen Garcia
Small Agency Council	CHCO	Jamesa Moone
Small Agency Council	DCHCO	Eric Mozie
Small Business Administration	CHCO	Elias Hernandez
Small Business Administration	DCHCO	Julie Brill
Social Security Administration	CHCO	Alan Frank
Social Security Administration	DCHCO	Bonnie Doyle





**U.S. Office of Personnel Management**

Chief Human Capital Officers Council

1900 E Street, NW, Washington, DC 20415

**OPM.GOV**   **CHCOC.GOV**



Message

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**From:** CHCO Council [CHCOCouncil@opm.gov]  
**Sent:** 9/24/2021 5:38:21 PM  
**CC:** Conrad, Margot C. [Margot.Conrad@opm.gov]  
**Subject:** Feedback Shared from Executive Session  
**Attachments:** Areas where additional guidance is needed on vaccine mandate from CHCOs.pdf

Good afternoon CHCOs,

We wanted to follow-up from the executive session from our CHCO Council meeting this past Tuesday. On Wednesday morning we shared the attached compiled feedback with the Safer Federal Workforce Task Force Team, who expressed appreciation. We hope you were able to join the office hours yesterday on enforcement where forthcoming guidance was previewed for feedback and there is one today on accommodations. If for some reason you do not have the office hours on your calendar for this afternoon, please let us know and we can forward it to you.

Best,  
CHCO Council



Message

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**From:** CHCO Council Email List [CHCOCOUNCIL@LISTSERV.OPM.GOV]  
on behalf of Santiago, Octavio J. [Octavio.Santiago@OPM.GOV]  
**Sent:** 10/1/2021 1:35:51 PM  
**To:** CHCOCOUNCIL@LISTSERV.OPM.GOV  
**Subject:** OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043  
**Attachments:** Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf  
**Importance:** High

Good morning,

Today OPM issued a memorandum titled, “Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043.” A 508-conformant version of this memorandum is attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-applying-coronavirus-disease-2019-vaccination-requirements-new-hires-%E2%80%93-executive>

If you have any follow-up questions, please email: [employ@opm.gov](mailto:employ@opm.gov)

All the best!

Octavio J. Santiago, Communications Coordinator  
U.S. Office of Personnel Management, Employee Services



Message

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**From:** CHCO Council Email List [CHCOCOUNCIL@LISTSERV.OPM.GOV]  
**on behalf of** Santiago, Octavio J. [Octavio.Santiago@OPM.GOV]  
**Sent:** 10/1/2021 1:42:38 PM  
**To:** CHCOCOUNCIL@LISTSERV.OPM.GOV  
**Subject:** OPM Memo Attached: Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043  
**Attachments:** Director-Memo-on-Enforcement-of-Vaccine-Requirements.pdf; Enforcement-Guidance-FAQs.pdf  
**Importance:** High

Good morning,

Today OPM issued a memorandum titled, “Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043.” A 508-conformant version of this memorandum and answers to frequently asked questions are attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-enforcing-coronavirus-disease-2019-vaccination-requirement-federal-employees-%E2%80%93>

If you have any follow-up questions, please email: [employeeaccountability@opm.gov](mailto:employeeaccountability@opm.gov)

All the best!

Octavio J. Santiago, Communications Coordinator  
U.S. Office of Personnel Management, Employee Services



Message

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**From:** CHCO Council [CHCOCouncil@opm.gov]  
**Sent:** 10/1/2021 1:58:52 PM  
**Subject:** OPM Memo Attached: Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043  
**Attachments:** Director-Memo-on-Enforcement-of-Vaccine-Requirements.pdf; Enforcement-Guidance-FAQs.pdf  
**Importance:** High

Good morning,

Today OPM issued a memorandum titled, “Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043.” A 508-conformant version of this memorandum and answers to frequently asked questions are attached above and online for the benefit of readers with disabilities

at: <https://chcoc.gov/content/guidance-enforcing-coronavirus-disease-2019-vaccination-requirement-federal-employees-%E2%80%93>

If you have any follow-up questions, please email: [employeeaccountability@opm.gov](mailto:employeeaccountability@opm.gov)

All the best,  
CHCO Council



Message

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**From:** CHCO Council [CHCOCouncil@opm.gov]  
**Sent:** 10/4/2021 9:24:16 PM  
**Subject:** CHCO Council Update: Week of 10/4/21  
**Attachments:** CFC 2021 Honorary Chair Letter.pdf



## Chief Human Capital Officers Council

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CHCOs and Deputy CHCOs,

Welcome to the new Fiscal Year! The President signed a bill keeping the government operating under a CR through December 3, 2021. The CR Bulletin is posted and can be found [here](#).

We want to extend a special thanks to Makisha Brown who has been supporting the CHCO Council for several months now on a part-time detail.

Several new pieces of guidance and FAQs on the vaccine mandate were issued last week. Please see below under "recent guidance and memos".

CHCOs, we sent a separate email this afternoon for you to vote for members of the CHCO Council Executive Steering Committee.

Finally, check out [Washington Post Live](#) this Wednesday, October 6, at 12:00 p.m. where Kiran Ahuja, the Director of the Office of Personnel Management and our CHCO Council Chair, will addresses the rollout of the federal COVID-19 vaccine policy.

Best,

Margot



### Recent Guidance and Memos

- On Friday, OPM issued a memorandum titled, "[Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043](#)." If you have any follow-up questions, please email: [employeeaccountability@opm.gov](mailto:employeeaccountability@opm.gov). A PDF of the memo and FAQs is also attached to this email.
- In addition, OPM issued a memorandum titled, "[Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043](#)." If you have any follow-up questions, please email: [employ@opm.gov](mailto:employ@opm.gov). A PDF of the memo is attached to this email.
- The Safer Federal Workforce Task Force posted new and updated FAQs related to these topics: <https://www.saferfederalworkforce.gov/new/>. If you have any follow-up questions, please email [vaccines@omb.eop.gov](mailto:vaccines@omb.eop.gov).
- The FAR Council released [initial direction](#) to support agencies in their issuance of deviations to incorporate a clause into their solicitations and contracts that implements [guidance](#) issued last week by the Safer Federal Workforce Task Force pursuant to Executive Order [14042](#). As a reminder, consistent with applicable law, agencies are strongly encouraged to incorporate a clause requiring compliance with the Task Force guidance into contracts that are not covered or directly addressed by the order because the contract is under the



Simplified Acquisition Threshold as defined in section 2.101 of the FAR or is a contract or subcontract for the manufacturing of products. Agencies are also strongly encouraged to incorporate a clause requiring compliance with this Guidance into existing contracts and contract-like instruments prior to the date upon which the order requires inclusion of the clause.

#### **CFC**

Earlier this year, we sent you the memo from then-Acting Director McGettigan about Combined Federal Campaign (CFC) preparations. The 2021 CFC is now underway. This year is the 60th anniversary of the CFC, the world's largest and most successful annual workplace charity campaign – a tradition of generosity the federal workforce has carried on since 1961. You can be the face of change by supporting your favorite charities as they help communities get back on their feet.

Please circulate the attached message from the honorary co-chairs, Department of the Interior Secretary Deb Haaland, and OPM Director Kiran Ahuja. They note that 2021 continues to challenge us in unexpected ways – in our neighborhoods, our nation, and around the world. So please encourage your workforce to be the face of change by giving online using payroll deduction, credit card, or ACH. Federal employees also can give using our CFC Mobile Giving App to support multiple vetted charities with a donation of money and volunteer time for their favorite causes. Visit the [CFC Giving System](#) today and pledge to help support the charities of your choice from now until January 15.

#### **PMF**

The Class of 2022 Presidential Management Fellows (PMF) Program application opened on Tuesday, September 28, 2021, and closes at Noon (Eastern Time) on Tuesday, October 12, 2021. The announcement can be found on USAJOBS ([www.USAJOBS.gov](http://www.USAJOBS.gov)) by searching for “Presidential Management Fellows” or by clicking the following direct link: <https://www.usajobs.gov/GetJob/ViewDetails/615668000>. Eligible individuals can apply by going to the “How to Apply” section of the announcement and following the instructions. We encourage you to share this with your networks!

#### **OPM Announces 2022 Health, Dental, and Vision Program Premiums**

OPM announced last week the 2022 plans and premiums for the FEHB and FEDVIP. In the midst of fighting the COVID-19 pandemic, OPM and the federal benefits carriers have worked closely to negotiate benefits and rates for the 2022 plan year. OPM continues to focus on offering quality health, dental, and vision benefits that are affordable to the entire federal family. The average total premiums for current non-Postal employees and annuitants enrolled in plans under the FEHB Program will increase 2.4 percent for plan year 2022, the second lowest premium increase in the last 24 years. Under FEDVIP, the overall average premium for dental plans will increase by 0.81 percent, and the overall average premium for vision plans will increase by 0.95 percent. Additionally, over the last year, FEHB coverage eligibility expanded to employees of eligible tribal schools. Approximately 31,823 tribal and tribal school employees from 132 tribes are currently enrolled. To learn more and see 2022 premiums, please visit [OPM's website](#).

#### **MSAC Evaluation System Assessments (ESAs)**

This is a reminder that on October 5, 2021, OPM's Merit System Accountability and Compliance (MSAC), Agency Compliance and Evaluation (ACE), and Employee Services will hold a joint webcast on the upcoming Evaluation System Assessments (ESAs), which will be conducted at CHCO agencies in early FY 2022. MSAC ACE will lead this effort as it did in FY 2019 when the initial base line assessments were conducted. A memorandum from MSAC Associate Director Mark W. Lambert concerning the upcoming ESAs will be issued shortly. Your participation is being looked forward to and please attend the call on October 5, 2021 from 10:00am-11:00am ([Teams Link](#) or 206-489-4126 Phone Conference ID: 763 224 814#).



#### **IN THE NEWS:**

#### **COVID SAFETY**

[OPM says vaccine mandate for federal workers can be enforced next month](#)  
[GovExec Daily: Federal Contractors and the Vaccine Mandate \(podcast\)](#)  
[Discipline for unvaccinated federal employees can start on Nov. 9, OPM says](#)



## HIRING

House Clears Bill for OPM to Set up Federal Software, Data Positions

Chair Connolly to Host OPM Director for Conversation About Opportunities for Next Generation of Public Servants

## IT MODERNIZATION & CYBERSECURITY

GSA, OPM, Education, DHS Get Funds for IT Modernization, Cyber Security

5 agencies win \$311M to modernize IT, cybersecurity

House passes legislation to strengthen federal cybersecurity workforce

## OPEN SEASON

The New Health Insurance Rates Can Only Mean One Thing



### **MARK YOUR CALENDAR:**

**10/5 - 10:00am-11:00am – OPM’s MSCA and ES Webcast on Evaluation System Assessments (ESAs)**  
([Teams Link](#) or 206-489-4126 Phone Conference ID: 763 224 814#)

**10/5 - 11:00am-12:00pm – Future of Work Working Group meeting**

**10/6 - 1:30pm-2:30pm – Post-Secondary Student Hiring Authority** ([Registration](#))

**10/12 - PMF Application closes** ([Application](#))

**10/19 - 9:00am-11:00am CHCO Council October Meeting**

**10/26 - 1:30pm-3pm - Introducing Cybersecurity Apprenticeships in Federal Environments** ([Register Here](#))



### **JOBS OPPORTUNITIES:**

**10/13 [Chief Diversity, Equity, and Inclusion Officer, Department of Commerce \(DEU\)](#)**



Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/6/2021 3:27:32 PM  
**To:** Noga, Vaughn [Noga.Vaughn@EPA.GOV]  
**CC:** Helm, Arron [Helm.Arron@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]  
**Subject:** FW: Vaccination requirement and attestation for on site Contractors  
**Attachments:** COVID attestation Entry memo draft 9 14 21\_mab 1.docx; EPA Facilities Guidance for OnSite Contractors and Visitors 100521.docx

Vaughn – just giving you a heads up about this.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

---

**From:** Hitchens, Lynnann  
**Sent:** Wednesday, October 6, 2021 7:43 AM  
**To:** McCabe, Janet <McCabe.Janet@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>  
**Subject:** Vaccination requirement and attestation for on site Contractors

Janet –

I wanted to alert you to this pending communication to EPA Contractors and my communication to agency organizations, which implements some of the Safer Federal Workforce Task Force requirements.

## Ex. 5 Deliberative Process (DP)

If you have any questions or would like to discuss, we have time at our 2 pm Daily call today. We will not move forward until after 2, in case you have questions.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*



*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*



Message

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**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 10/12/2021 12:59:05 AM  
**To:** Helm, Arron [Helm.Arron@epa.gov]; Daniels, Alva [daniels.alva@epa.gov]; Glazier, Kelly [Glazier.Kelly@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Interim visitor form and info  
**Attachments:** epa\_certificationvaccination.pdf

Please see attached and links for additional Indio.

Covid 19 internet site  
<https://www.epa.gov/aboutepa/covid-19-safe-federal-workplace>

Visitor form link below and attached:

[https://www.epa.gov/system/files/documents/2021-10/epa\\_certificationvaccination.pdf](https://www.epa.gov/system/files/documents/2021-10/epa_certificationvaccination.pdf)

Shakeba Carter-Jenkins  
Communications Director &  
Senior Special Assistant  
Office of Mission Support -Immediate Office  
202-564-6385 (o) | 202-302-6113 (c)

“I’ve learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights.” Maya Angelou



Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/12/2021 12:31:15 AM  
**To:** Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Lance, Kathleen [Lance.Kathleen@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]  
**CC:** Morgan, Ashley [Morgan.Ashley.M@epa.gov]; O'Brien, Grant [OBrien.Grant@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Glazier, Kelly [Glazier.Kelly@epa.gov]  
**Subject:** RE: Interim Guidance for Visitor Access Procedures  
**Attachments:** Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements - Attachment  
EPA\_CertificationVaccination.pdf

Kathleen –

I've attached a copy of the form which the visitor's escort can print and give to them. We will also make sure there are paper forms available at the North entrance. The visitor should retain the form with them during their visit, we are not collecting them.

In case you would like on-site assistance from Facilities tomorrow, Kelly Glazier will reach out to you in the morning.

Thanks,

Lynnann

Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*

---

**From:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Sent:** Friday, October 8, 2021 8:50 AM  
**To:** Lance, Kathleen <Lance.Kathleen@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>  
**Cc:** Morgan, Ashley <Morgan.Ashley.M@epa.gov>; O'Brien, Grant <OBrien.Grant@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: Interim Guidance for Visitor Access Procedures

Kathleen:

Good morning. I will defer to OMS and Yvette on providing you additional guidance. It appears Yvette is out of the office today, so I am carbon copying Lynnann Hitchens and Arron Helm. I will also reach out to them now to follow-up with you.

Wes

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**From:** Lance, Kathleen <Lance.Kathleen@epa.gov>  
**Sent:** Friday, October 08, 2021 8:19 AM  
**To:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Cc:** Morgan, Ashley <Morgan.Ashley.M@epa.gov>; O'Brien, Grant <OBrien.Grant@epa.gov>  
**Subject:** RE: Interim Guidance for Visitor Access Procedures

Hi all – one more question. If this is going into effect as early as Tuesday, we have a visitor scheduled for a meeting with the Administrator Tuesday, and we need guidance on how to proceed with this new policy.



Thank you!

Kathleen C. Lance  
Director of Scheduling and Advance  
U.S. Environmental Protection Agency  
Cell: (202) 941-1109

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**From:** Lance, Kathleen  
**Sent:** Friday, October 8, 2021 7:59 AM  
**To:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>; Carpenter, Wesley (<[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
<[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Cc:** Morgan, Ashley <[Morgan.Ashley.M@epa.gov](mailto:Morgan.Ashley.M@epa.gov)>; Grant O'Brien (<[OBrien.Grant@epa.gov](mailto:OBrien.Grant@epa.gov)> <[OBrien.Grant@epa.gov](mailto:OBrien.Grant@epa.gov)>  
**Subject:** RE: Interim Guidance for Visitor Access Procedures

Smaller group here.

It says the visitor must bring a paper copy of the completed form, and an electronic copy will not be accepted. What happens if they forget to print/bring the form? How will they enter the building if they are expected for a meeting?

Kindly,

Kathleen C. Lance  
Director of Scheduling and Advance  
U.S. Environmental Protection Agency  
Cell: (202) 941-1109

---

**From:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>  
**Sent:** Thursday, October 7, 2021 6:38 PM  
**To:** Lance, Kathleen <[Lance.Kathleen@epa.gov](mailto:Lance.Kathleen@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>; O'Brien, Grant <[OBrien.Grant@epa.gov](mailto:OBrien.Grant@epa.gov)>; Morgan, Ashley <[Morgan.Ashley.M@epa.gov](mailto:Morgan.Ashley.M@epa.gov)>; Conger, Nick <[Conger.Nick@epa.gov](mailto:Conger.Nick@epa.gov)>; Hamilton, Lindsay <[Hamilton.Lindsay@epa.gov](mailto:Hamilton.Lindsay@epa.gov)>; Myers, Kevin <[Myers.Kevin@epa.gov](mailto:Myers.Kevin@epa.gov)>  
**Subject:** Interim Guidance for Visitor Access Procedures

Hi Kathleen and Wes,

Below are Visitor access procedures based on Lynnann's email sent earlier this evening. This guidance will go into effect next week at EPA facilities. Please let me know if you have questions.

#### Visitor Procedures

- Visitors to the EPA facility must bring their vaccination status using the Certification of Vaccination form. The Certification of Vaccination document (<https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf>) should be shared with the visitor and completed prior to entering the facility. The paper form must be presented upon entry to the facility.
- Electronic versions will not be accepted at GSA federal buildings.
- If the visitor is not vaccinated or refuses to certify their vaccination status, proof of a negative COVID-19 test completed within the 3 previous days of the visit to the facility must be provided.
- The security officer will affirm the visitor has read the posted signage notifying them of the proper documentation needed to enter, the visitor will be allowed to sign-in and be reminded of access and mask requirements.



- If the visitor has not been vaccinated or declines to answer on the Certification of Vaccination form, they will be required to provide proof of a negative COVID-19 test within the 3 prior days of their visit. The visitor will be treated as if they are not fully vaccinated and must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people while on federal property.
- If the visitor does not provide proof of a negative COVID-19 test within the prior 3 days, nor completes the Certification of Vaccination, they will be refused entry unless they are obtaining a public service or benefit. In such cases, the visitor must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.
- Documents will be verified by the office escorting the visitor. EPA staff receiving/escorting visitors should confirm the visitor has completed the form and, if not vaccinated or refuse to confirm vaccination, has a negative COVID-19 test taken within the last three calendar days prior to arrival to the facility.

Thanks,  
Yvette

Yvette Jackson, Director  
Office of Administration, OMS  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave., NW  
Washington, DC 20460  
MC:3201A  
202.564.7231



Message

**From:** Collins, BJ [Collins.BJ@epa.gov]  
**Sent:** 10/9/2021 12:41:29 PM  
**To:** Watkins, Tim [Watkins.Tim@epa.gov]; Holt, Kay [Holt.Kay@epa.gov]; Sams, Reeder [Sams.Reeder@epa.gov]; Ryan, Shawn [Ryan.Shawn@epa.gov]; Harris, Chanya [Harris.Chanya@epa.gov]; Lafferty, Shawn [Lafferty.Shawn@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Blancato, Jerry [Blancato.Jerry@epa.gov]; McKinney, Doug [McKinney.Douglas@epa.gov]; Thomas, Deborah [Thomas.Deborah@epa.gov]; Martinson, Alice [Martinson.Alice@epa.gov]; Croom, Felicia [Croom.Felicia@epa.gov]; Jones, Rodney-Daryl [Jones.Rodney-Daryl@epa.gov]; Chadwick-Gallo, Carmelita [Chadwick-Gallo.Carmelita@epa.gov]; Phelps, Lara [Phelps.Lara@epa.gov]; Sykes, John [Sykes.John@epa.gov]; Manning, Tonya [manning.tonya@epa.gov]; Robinson, Sharon [Robinson.Sharon@epa.gov]; Reilly, Tom [Reilly.Thomas@epa.gov]; Gibson, John [Gibson.John@epa.gov]; Harris, John [harris.john@epa.gov]; Goss Eng, Alison [GossEng.Alison@epa.gov]; McCuen, Megan [mccuen.megan@epa.gov]; Vasil, Delanie [Vasil.Delanie@epa.gov]; Keigwin, Richard [Keigwin.Richard@epa.gov]; Hatfield, James [Hatfield.Jim@epa.gov]; Santiago, Juan [Santiago.Juan@epa.gov]; Koerber, Mike [Koerber.Mike@epa.gov]  
**CC:** Smith, Ebonie [Smith.Ebonie@epa.gov]; Surmons, Brandi [Surmons.Brandi@epa.gov]; Wilbur, Donald [Wilbur.Donald@epa.gov]; Vogel, Dana [Vogel.Dana@epa.gov]; Gillespie, Andrew [Gillespie.Andrew@epa.gov]; Beachum, Collin [Beachum.Collin@epa.gov]; Gilliland, Alice [Gilliland.Alice@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]; Graham, Stephen [Graham.Stephen@epa.gov]; Ingle, Brandall [Ingle.Brandall@epa.gov]; Padmaperuma, Ishani [padmaperuma.ishani@epa.gov]; Davis, Robbie [Davis.Robbie@epa.gov]; Robinson, Wyatt [robinson.wyatt@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; McPherson, Mark [McPherson.Mark@epa.gov]; Gilliland, Alice [Gilliland.Alice@epa.gov]  
**Subject:** HTHW Update and Vaccine Attestation  
**Attachments:** Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements.pdf

I know you all are aware of the ongoing work with the HTHW line. Unfortunately, due to unforeseen issues, it is unlikely that the system will be up and running until the end of next week. We will send out an All Hands on Tuesday, but I wanted to make you aware just in case you had folks in over the holiday weekend or any critical laboratory work planned for next week. Please let me know if you have any questions about the outage.

On another note, hopefully most of you have seen the guidance that came out on contractor, grantee, and visitor vaccine attestation (I have attached it to this message). We will also be sending out information to the campus on Tuesday regarding the new guidance and procedures that will be in place by next Friday, October 15, 2021. I encourage

## Ex. 5 Deliberative Process (DP)

### Ex. 5 Deliberative Process (DP)

We have a Sunrise meeting on Wednesday where we will go over this in more detail.

We greatly appreciate your patience and assistance throughout this process.

Thank you.

BJ Collins  
Acting Director  
Office of Administration and Resources Management-RTP  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
Office Phone – 919-541-5515  
Cell Phone – 919-368-6682



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
RESEARCH TRIANGLE PARK



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**From:** CHCO Council [CHCOCouncil@opm.gov]  
**Sent:** 10/12/2021 6:36:23 PM  
**Subject:** CHCO Council Update: Week of 10/12/21



## Chief Human Capital Officers Council

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CHCOs and Deputy CHCOs,

Welcome back! I hope you had a wonderfully long (uninterrupted), safe, and fun filled weekend with friends and family. I know last week was very busy with vaccination guidance implementation, seven OPM memos issued and agency DEIA self-assessments due, so hopefully you got a little break.

Thank you to all the CHCOs who voted for members of the Executive Steering Committee last week. The selected nominees will be approved by the chair and vice chair and we look forward to announcing the ESC at the October CHCO Council Meeting on Tuesday, October 19, from 9am-11am. We are working to finalize the agenda now, so please share your proposed agenda items with us soon.

One email I did want to flag is the **Update on 2021 OPM Federal Employee Viewpoint Survey and Governmentwide Pulse Survey Pilot** sent out to you all on Friday around 4:30pm.

As always, if you have feedback or want this email to amplify a job, effective practice, or training in your agency please email [CHCOCouncil@opm.gov](mailto:CHCOCouncil@opm.gov). Please also take a look at the [MS Teams page](#). We are posting information there and your colleagues are also initiating conversations via chat.

Best,  
Margot



### Recent Guidance, Memos, and Notices Issued on Dates Below

- **10/4 Human Capital Framework Evaluator Training** - First Session (11/1 to 11/5)
- **10/4 2021 Federal Employee Benefits Survey** - Survey open next 4-6 weeks for 50k selected
- **10/5 Continuation of National Emergency in Iraq** - For technical assistance email: [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov)
- **10/5 2021 Annual Review of Special Rates (Data Call)** - If applies request due 10/29
- **10/6 Fiscal Year 2022 Evaluation System Assessment** - POC due 10/22 to [Ana.Mazzi@opm.gov](mailto:Ana.Mazzi@opm.gov)
- **10/6 Agency Noncompetitive Hiring Authority of Military Spouses Annual Reporting** - Due 12/31
- **10/7 Addendum to Emergency Leave Transfer for Hurricane Ida** - For technical assistance email: [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov)
- **10/8 Survey Extension Notification: U.S. Office of Personnel Management Program Evaluation Workforce and Job Analysis Employee and Supervisor Surveys** – Surveys now close 10/18
- **10/8 Update on 2021 OPM Federal Employee Viewpoint Survey and Governmentwide Pulse Survey Pilot** – See email for details

### DEIA EO Timeline and Resources

- **11/23:** The DEIA Initiative issues a Government-wide DEIA Accessibility Strategic Plan.
- **DEIA Inbox:** Agencies may submit all general inquires to [AskDEIA@opm.gov](mailto:AskDEIA@opm.gov).



## FEBS

The 2021 Federal Employee Benefits Survey (FEBS) launched on Wednesday, October 6. The 2021 FEBS will be administered confidentially via e-mail to a nationwide, random sample of approximately 50,000 Federal Government employees. The survey will be available online for a period of approximately four to six weeks, with periodic reminders e-mailed to non-respondents. As done with previous administrations of the FEBS, the results will be available on OPM's website at a future date. Please encourage employees who have received the link to participate.



## IN THE NEWS:

**CHCO CHAIR and OPM DIRECTOR AHUJA** Interview on Washington Post Live

**CONGRESS:** Bereavement leave for feds, a new 'digital corps,' and more highlights from House NDAA

**COVID SAFETY:** Vaccine mandate: Soft picture with hard edges

**CLIMATE:** Agencies draw up new plans for preparing employees, federal facilities for climate change

**MODERNIZATION:** Americans Need 21st Century Government IT Systems

**CFC:** With donations rebounding during pandemic, CFC ready to build on last year's successes



## MARK YOUR CALENDAR:

10/12 PMF Application closes (Application)

10/12 from 11am-12pm **Future of Work WG Meeting**

10/13 from 4pm-5pm **Optional CHCO Feedback on Federal Workforce Priorities Report (FWPR)**

10/14 from 3pm-4pm **Optional CHCO Conversation Re: Re-entry Toolkit/Resources** (email Ella for the link if you are interested in attending)

10/18 Program Evaluation Workforce and Job Analysis Employee and Supervisor Surveys Closes

10/19 from 9am-11am - **CHCO Council October Meeting**

10/22 POC due for Fiscal Year 2022 Evaluation System Assessment to Ana.Mazzi@opm.gov

10/26 from 1:30-3pm – **FREE NICE/OPM Webinar: 2021 Federal Cybersecurity Workforce Series**

10/29 JAN 22 Requests due for 2021 Annual Review of Special Rates (Data Call)



## JOBS OPPORTUNITIES:

10/13 Chief Diversity, Equity, and Inclusion Officer, Department of Commerce (DEU)



Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/13/2021 12:56:27 AM  
**To:** McCabe, Janet [McCabe.Janet@epa.gov]  
**CC:** Monger, Jon [Monger.Jon@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]  
**Subject:** FW: Vaccine related communication -- additional Talking Points  
**Attachments:** vaccine communication\_final 10 8 2021.docx; SUPERVISORY AND EMPLOYEE VACCINE EMAILS FOR UNVACCINATED EMPLOYEES.final.docx; Vaccination Talking Points for Managers 10 12 2021 v2.docx

Janet –

In addition to the first two attachments, I have also attached Talking Points for all supervisors and managers, which can also be used by Senior Leaders in all hands meetings.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738

---

**From:** Hitchens, Lynnann  
**Sent:** Tuesday, October 12, 2021 2:54 PM  
**To:** McCabe, Janet <McCabe.Janet@epa.gov>  
**Cc:** Monger, Jon <Monger.Jon@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>  
**Subject:** Vaccine related communication

Janet –

I've included two attachments –

- 1) General communication that will be sent from me via bcc: to those that either did not respond to the attestation question, declined to disclose vaccination status, reported as unvaccinated, or reported being partially vaccinated.
- 2) Guidance for the Vaccination Attestation Contacts and Supervisors (SUPERVISORY AND EMPLOYEE VACCINE EMAILS FOR UNVACCINATED EMPLOYEES.final.docx) which will be distributed to the local vaccination attestation contacts. The VA contacts will share this information;

**Ex. 5 Deliberative Process (DP)**

## Ex. 5 Deliberative Process (DP)

Please let me know if you have any questions. Once the email in #1 is sent, the process outlined in #2 will be initiated as soon as possible. I would like to send email #1 tomorrow morning. I also sent this note and emails to the DAAs/DRA's.



Thanks,

Lynnann

Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*



Message

---

**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/13/2021 1:24:00 AM  
**To:** McCabe, Janet [McCabe.Janet@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Monger, Jon [Monger.Jon@epa.gov]; Schreyer, Andrew [Schreyer.Andrew@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]  
**Subject:** RE: vaccine communication\_final 10 8 2021.docx  
**Attachments:** vaccine communication\_final 10 12 2021 Response to Comments.docx; SUPERVISORY AND EMPLOYEE VACCINE EMAILS FOR UNVACCINATED EMPLOYEES.final RESPONSE TO COMMENTS.docx

Attached are the responses to the comments for each document. We will make the changes in the final versions. Thank you for the helpful additions.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738

---

**From:** McCabe, Janet <McCabe.Janet@epa.gov>  
**Sent:** Tuesday, October 12, 2021 3:26 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>  
**Subject:** vaccine communication\_final 10 8 2021.docx

Here you go.



Message

---

**From:** Caro, Vique [Caro.Vique@epa.gov]  
**Sent:** 10/13/2021 12:31:53 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** RE: Texas State Order

Lynnann,  
Thanks that makes things a lot easier.

Vique Caro  
Office Director  
Office of Administration and Resources Management Cincinnati  
US Environmental Protection Agency  
Main Office: 513-569-7910  
Desk Phone: 513-569-7912  
Cell: 513-607-3534  
email: caro.vique@epa.gov

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Tuesday, October 12, 2021 10:23 PM  
**To:** Caro, Vique <Caro.Vique@epa.gov>  
**Cc:** Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** Texas State Order

Vique – you had asked earlier today about the Texas State Order, and the impact it might have on hiring and the Federal vaccination EO. OGC provided the follow response if you get questions from within OMS or the SSCs.

Ex. 5 Deliberative Process (DP)

### **Ex. 5 Deliberative Process (DP)**

The federal government has broad authority to control what language it uses in job announcements. Federal agencies are not limited by state or local orders, such as the Texas governor's October 11, 2021 executive order. For example, in 2020, OPM opined that local shelter-in-place orders did not restrict federal employees' ability to travel to conduct official business (see <https://www.opm.gov/policy-data-oversight/covid-19/opm-statement-re-local-shelter-in-place-orders/>) As such:

Ex. 5 Deliberative Process (DP)

## **Ex. 5 Deliberative Process (DP)**

Thanks,

Lynnann

Lynnann Hitchens  
Acting Principal Deputy Assistant Administrator  
Office of Mission Support  
US EPA  
P: 202-564-3184  
M: 202-617-0738







## Appointment

---

**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 10/14/2021 2:17:05 AM  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** Reminder: Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks."  
**Location:** Microsoft Teams  
  
**Start:** 10/14/2021 7:00:00 PM  
**End:** 10/14/2021 8:00:00 PM  
**Show Time As:** Tentative

**Optional Attendees:** Lynnann Hitchens; Helm, Arron

- You can join by tuning into [Microsoft Teams](#).

Dear Colleagues,

Throughout 2020, researchers from the Centers for Disease Control and Prevention and international experts worked to better understand the impacts of the COVID-19 pandemic as it relates to short- and long-term health effects associated with COVID-19. Data shows us and experts tell us that vaccinations are the most effective tool to keep people safe and healthy in the face of this global health pandemic. COVID-19 vaccines are widely available in the United States and significantly reduce the likelihood of hospitalization and death. We also understand that for some employees receiving a vaccine is not an option due to medical reasons or a sincerely held religious belief, and the agency has a process in place for people to request a reasonable accommodation.

For this week's update, I want to share information about an upcoming educational event tomorrow, and next steps in the vaccination requirement at EPA.

First, EPA is hosting an event presented by Dr. Wayne E. Cascio, Acting Principal Deputy Assistant Administrator for Science for the Office of Research and Development, "***Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks.***" This conversation will provide employees with critical vaccine information and will address common myths and rumors. Dr. John T. Brooks is a nationally known medical expert at the Centers for Disease Control and Prevention.

- Please join the event on **Thursday, October 14** from **3:00 p.m. to 4:00 p.m. (ET)**. You can join by tuning into [Microsoft Teams](#).
- **Reasonable Accommodations Information:** EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, or CLTs (Cued Language Translators). For these features, please join via [ZoomGov for Accessibility](#) (Meeting ID: 161 155 9542). For audio only, please dial +1 646 828 7666 US (New York). If you need technical assistance on the day of the event, please contact your local IT Helpdesk. Separately, if you require an accommodation, please contact [Reasonable Accommodations](#).



- Please mark your calendar to attend this event. If you miss the event, it will be available for on-demand viewing within 48 hours.

Second, during the week of October 18<sup>th</sup>, we will begin collecting documentation from vaccinated employees to fully comply with the requirements of Executive Order 14043. During this next phase of implementation, all EPA employees will be asked to enter certain information about their vaccinations and upload an image of their vaccine record through a portal on the Agency's secure ServiceNow platform. I've been carrying my card in my wallet since I got vaccinated, so am very ready to upload a photo of it as soon as I am asked! Please stay tuned for detailed instructions from the Office of Mission Support on how to access and use the new application.

There is still time for unvaccinated employees to comply with the federal employee vaccine mandate by November 22, 2021. Additional vaccine information, including assistance on locating available vaccines, can be found at <https://www.vaccines.gov>.

I hope these latest updates will address some of your questions.

Thank you for taking the time to learn more about COVID-19 vaccines and for everything you do, every day, to improve public health and the environment in our country.

Janet McCabe  
Deputy Administrator



Message

---

**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 10/15/2021 12:38:54 PM  
**To:** Wells, Krysti [Wells.Krysti@epa.gov]  
**CC:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** here is some additional information on unvaccinated in the workforce

**Part of the language could be “comply with CDC guidance for unvaccinated individuals” Here is some additional information:**

<https://www.saferfederalworkforce.gov/faq/mask-wearing/>

**Q: Does the requirement for individuals who are not fully vaccinated to wear a mask apply to outside areas of a facility (e.g., courtyards and sidewalks between buildings)?**

**NEW**A: In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.

<https://www.saferfederalworkforce.gov/faq/mask-wearing/>

**Q: Do federal employees, onsite contractor employees, and visitors who are not fully vaccinated need to wear a mask or physically distance in federal buildings or on federal lands?**

A: Yes, people who are not fully vaccinated need to continue to wear a mask and physically distance consistent with CDC guidance and the requirements set forth in Executive Order 13991 and OMB Memorandum M-21-15 and the model safety principles issued by the Safer Federal Workforce Task Force on September 13, 2021.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738



Message

---

**From:** CHCO Council [CHCOCouncil@opm.gov]  
**Sent:** 11/1/2021 2:50:52 PM  
**To:** Conrad, Margot C. [Margot.Conrad@opm.gov]; Holman, Ella S. [Ella.Holman@opm.gov]; Gerheim, Lindsey J. [Lindsey.Gerheim@opm.gov]  
**Subject:** NEW FAQs for Federal Contractors on SaferFederalWorkforce.gov

CHCOs and Deputy CHCOs,

We wanted to share these new FAQ's with you, as well.

Thanks,

CHCO Council

-----  
The Safer Federal Workforce Task Force (Task Force) has released new [FAQs for Federal contractors](#), pursuant to Executive Order 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#). The new FAQs for Federal contractors cover accommodations, enforcement, compliance, affiliates, and vaccination documentation.

All Task Force guidance for Federal contractors can be found here: <https://www.saferfederalworkforce.gov/contractors/>

Thank you for your continued attention to this critical ongoing work to support the health and safety of the Federal workforce, including Federal contractor employees.



Message

**From:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Sent:** 11/2/2021 9:07:04 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** CSO RE: Implementation of Executive Order 14043 – Proof of Vaccination

Arron,

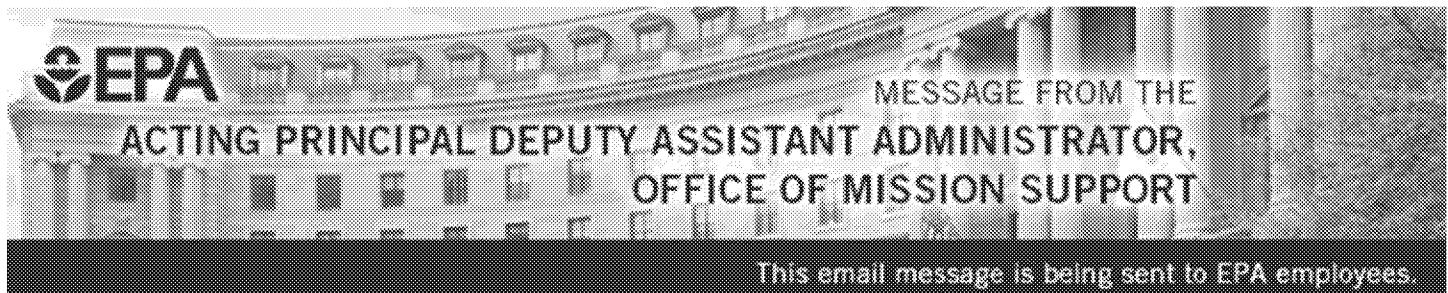
## Ex. 5 Deliberative Process (DP)

Regards!

Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192  
202-236-3228 (mobile)

---

**From:** MassMailer <massmailer@epa.gov>  
**Sent:** Tuesday, October 19, 2021 4:35 PM  
**To:** MassMailer <massmailer@epa.gov>  
**Subject:** Implementation of Executive Order 14043 – Proof of Vaccination



Dear Colleagues,

I'd like to share the next steps in the implementation of [Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#). The EO and Safer Federal Workforce Task Force [Guidance](#) requires the collection of information from all employees to document vaccination against COVID-19.

The Office of Mission Support has developed a secure portal ([EPA Vaccination Attestation](#)) for all employees to enter information on their vaccination status and to upload proof of vaccination. This information will be securely retained on the agency's ServiceNow platform and will have limited access. Employees are required to log into the portal and upload information no later than Wednesday, November 3, 2021. Please read these instructions carefully, as it will help you assemble the information you need prior to entering the portal.

### Fully or Partially Vaccinated Employees

Fully or partially vaccinated employees must enter the date and number of vaccine doses, the location of the vaccination, and upload an image of your vaccine documentation. Employees should upload an image of one of the following documents to establish proof of vaccination: an image of a record of immunization from a health care provider or pharmacy; an image of the COVID-19 Vaccination Record Card; an image of medical records documenting the vaccination; an image of immunization records from a public health or



state immunization information system; or an image of any other official documentation containing the following required data points: type of vaccine administered (e.g., Pfizer, Moderna, Johnson & Johnson, etc.), date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). Please see the **directions** below, for information on how to easily create a digital image of your proof of vaccination.

For those employees who are partially vaccinated and still need to receive an additional vaccine dose, you will be able to reenter the portal and include that information when your final dose is administered.

At this time, EPA is not collecting information on booster shots. If the agency receives any updated guidance from the Safer Federal Workforce Task Force regarding booster shots, we will provide an update to employees.

### **Employees Seeking an Exception**

There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical or sincerely held religious belief. For those employees requesting an exception, please note that you still must access the portal and choose the option indicating that you have requested an exception. Please note that this portal is not the procedure to formally request a medical or religious accommodation. If you have not already done so, please direct your accommodation request as follows:

- for a religious accommodation, send a request to [ReligiousAccommodations@epa.gov](mailto:ReligiousAccommodations@epa.gov).
- for an accommodation due to medical, send a request to [DisabilityAccommodations@epa.gov](mailto:DisabilityAccommodations@epa.gov).

### **Key Information for Employees Seeking an Exception**

Initial email requests do not have to include complete information. An email simply stating the employee wishes to make an accommodation request will suffice during the initial step. Vaccination timelines and compliance requirements will be paused for all employees during the adjudication of their accommodation request. Employees will receive further instructions from the agency team on next steps regarding their specific accommodation request.

If you request an exception to the vaccination requirement, or have already done so, you should promptly notify your supervisor. Employees do not have to share the nature of the request with their supervisor (i.e. religious/medical), only that you have made a request for an exception. Please refrain from sending any medical documentation (or any other documents supporting your exception request) directly to your supervisor.

### **Unvaccinated Employees**

Unvaccinated employees without an exception request should enter the portal and select “no” in response to the question regarding vaccination. Please note that the overall deadline to become fully vaccinated is November 22, 2021. The vaccination requirement applies to all federal employees, including employees on maximum telework or working remotely. Employees without an exception request who are unvaccinated, or who fail to provide proof of vaccination, are subject to disciplinary measures, up to and including removal from federal service. EPA intends to initiate the enforcement process as soon as November 9, 2021, so it is important to begin the vaccination process and upload the necessary documentation as soon as possible.

### **Directions**

The link below will take you to the portal:

[EPA Vaccination Attestation](#)



To assist with updating your vaccination status and uploading proof of vaccination, OMS has posted resources on the COVID-19 intranet site, [Reporting Vaccination Status](#) page, including directions on how to create a digital image of your proof of vaccination. If you have issues accessing the portal or entering your information, please contact your local [Enterprise IT Service Desk \(EISD\)](#) help desk.

The safety of our employees is the top priority for the agency. Being vaccinated protects you and the people around you. All available COVID-19 vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19, including from the Delta variant. If you need to find a COVID-19 vaccine near you, use [vaccines.gov](#) or text your ZIP code to 438829.

Lynnann Hitchens  
Acting Principal Deputy Assistant Administrator



Message

---

**From:** Hardy, Michael [Hardy.Michael@epa.gov]  
**Sent:** 11/10/2021 12:11:02 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Fwd: High Priority Request: Requesting PDL for enclosed forms  
**Attachments:** image001.png; image001.png; image001.png; image002.png; image001.png; image003.png; image001.png; image004.png; image001.png; image002.png; image005.png; image001.png; image006.jpg; image007.png; image008.png; image001.png; epa-medical-certification-for-covid-19-vaccine-exception-request.pdf; epa-request-for-a-religious-exception-to-the-covid-19-vaccination-requirement.pdf

FYSA....

Michael Hardy  
Director, Strategic IT Investment Staff  
Senior Information Technology Leader  
Office of Mission Support  
U.S. Environmental Protection Agency  
Room 3352-L, WJC North – Mailcode 3102A  
1200 Pennsylvania Avenue, Washington, D.C.  
20460  
202-564-7899 - Work 571-344-5096 - Cell

Begin forwarded message:

**From:** "Mansfield, Marshall" <Mansfield.Marshall@epa.gov>  
**Date:** November 9, 2021 at 6:21:30 PM EST  
**To:** "Downs, Caitlin" <Downs.Caitlin@epa.gov>, "Abney, Willie" <Abney.Willie@epa.gov>, "Manning, Tonya" <manning.tonya@epa.gov>, "Bacharach, Mark" <bacharach.mark@epa.gov>, "Kelly, Lee" <Kelly.Lee@epa.gov>, "Wells, Krysti" <Wells.Krysti@epa.gov>  
**Cc:** "Sabbagh, Bill" <sabbagh.bill@epa.gov>, "Santagata, Tommy" <Santagata.Tommy@epa.gov>, "Horstmann, Monique" <Horstmann.Monique@epa.gov>, "Hardy, Michael" <Hardy.Michael@epa.gov>, "Maher, Karen" <Maher.Karen@epa.gov>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Hello,

## Ex. 5 Deliberative Process (DP)



# **Ex. 5 Deliberative Process (DP)**



# **Ex. 5 Deliberative Process (DP)**



Thanks,

Marshall Mansfield  
Information Security Officer  
Information Technology System Security Staff  
Office of Mission Support  
Environmental Protection Agency  
C 202-579-7774 (Preferred)  
O 202-564-8012  
<https://usepa.sharepoint.com/sites/ITSSS>

---

**From:** Grecco, Solymar <Grecco.Solymar@epa.gov> **On Behalf Of** EPA Forms  
**Sent:** Tuesday, November 09, 2021 3:51 PM  
**To:** Willis, Nannette <Willis.Nannette@epa.gov>; Livingston, Keith <Livingston.Keith@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Abney, Willie <Abney.Willie@epa.gov>  
**Cc:** Mansfield, Marshall <Mansfield.Marshall@epa.gov>; Kelly, Lee <Kelly.Lee@epa.gov>; National Privacy Program <privacy@epa.gov>; Achamfour, Morrison <achamfour.morrison@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Aiyegoro, Ganiat <Aiyegoro.Ganiat@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Santagata, Tommy <Santagata.Tommy@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Horstmann, Monique <Horstmann.Monique@epa.gov>; EPA\_SORN <EPA\_SORN@epa.gov>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Thanks for clarification, Nanette – will leave to Krysti and Helena's team to respond to you!

Have a great evening, all!  
Soly

---

**From:** Willis, Nannette <Willis.Nannette@epa.gov>  
**Sent:** Tuesday, November 09, 2021 2:20 PM  
**To:** EPA Forms <forms@epa.gov>; Livingston, Keith <Livingston.Keith@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Abney, Willie <Abney.Willie@epa.gov>  
**Cc:** Mansfield, Marshall <Mansfield.Marshall@epa.gov>; Kelly, Lee <Kelly.Lee@epa.gov>; National Privacy Program <privacy@epa.gov>; Achamfour, Morrison <achamfour.morrison@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Aiyegoro, Ganiat <Aiyegoro.Ganiat@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Santagata, Tommy <Santagata.Tommy@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Horstmann, Monique <Horstmann.Monique@epa.gov>; EPA\_SORN <EPA\_SORN@epa.gov>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Thank you for your response. Apologies for the confusion, but the forms also need a PIA submitted to the NPP Office for a review and final determination PDL.

---

**From:** Grecco, Solymar <Grecco.Solymar@epa.gov> **On Behalf Of** EPA Forms  
**Sent:** Tuesday, November 9, 2021 2:01 PM  
**To:** Willis, Nannette <Willis.Nannette@epa.gov>; Livingston, Keith <Livingston.Keith@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Downs, Caitlin



<Downs.Caitlin@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Abney, Willie <Abney.Willie@epa.gov>  
**Cc:** Mansfield, Marshall <Mansfield.Marshall@epa.gov>; Kelly, Lee <Kelly.Lee@epa.gov>; National Privacy Program <privacy@epa.gov>; Achamfour, Morrison <achamfour.morrison@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Aiyegoro, Ganiat <Aiyegoro.Ganiat@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Santagata, Tommy <Santagata.Tommy@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Horstmann, Monique <Horstmann.Monique@epa.gov>; EPA\_SORN <EPA\_SORN@epa.gov>

**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Thanks Nanette for taking the lead on getting an updated PIA for Public Health Emergency Workplace Response System OMS-EI EPA-89. I moving Willie to the To list so his team can work with Krysti and Helena's teams to determine if the medical exception form should be listed under their SORN or join the AO RAMS SORN instead.

Keith

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

Thanks,  
Soly

### **EPA's Forms Management Program**

Monique Horstmann (*she/her/hers*), Agency Internal Forms Officer (A)

Chat with me or Call me on Microsoft Teams

Solymer Grecco (*she/her/hers*), Agency External Forms Officer

Chat with me or Call me on Microsoft Teams

United States Environmental Protection Agency (USEPA)

Learn more about creating forms at EPA!

---

**From:** Willis, Nannette <Willis.Nannette@epa.gov>

**Sent:** Tuesday, November 09, 2021 1:07 PM

**To:** EPA Forms <forms@epa.gov>; Livingston, Keith <Livingston.Keith@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>

**Cc:** Mansfield, Marshall <Mansfield.Marshall@epa.gov>; Kelly, Lee <Kelly.Lee@epa.gov>; National Privacy Program <privacy@epa.gov>; Achamfour, Morrison <achamfour.morrison@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Aiyegoro, Ganiat <Aiyegoro.Ganiat@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Abney, Willie <Abney.Willie@epa.gov>; Santagata, Tommy <Santagata.Tommy@epa.gov>

**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms



Good afternoon – We have no records of a completed PIA on file for these forms. Please complete the PIA and return for processing. Thank you

---

**From:** Grecco, Solymar <[Grecco.Solymar@epa.gov](mailto:Grecco.Solymar@epa.gov)> **On Behalf Of** EPA Forms  
**Sent:** Monday, November 8, 2021 12:17 PM  
**To:** Willis, Nannette <[Willis.Nannette@epa.gov](mailto:Willis.Nannette@epa.gov)>; Livingston, Keith <[Livingston.Keith@epa.gov](mailto:Livingston.Keith@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>; Downs, Caitlin <[Downs.Caitlin@epa.gov](mailto:Downs.Caitlin@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>  
**Cc:** Mansfield, Marshall <[Mansfield.Marshall@epa.gov](mailto:Mansfield.Marshall@epa.gov)>; Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>; National Privacy Program <[privacy@epa.gov](mailto:privacy@epa.gov)>; Achamfour, Morrison <[achamfour.morrison@epa.gov](mailto:achamfour.morrison@epa.gov)>; Moore, Bobby <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>; Desibour, Alexandra <[Desibour.Alexandra@epa.gov](mailto:Desibour.Alexandra@epa.gov)>; Aiyegoro, Ganiat <[Aiyegoro.Ganiat@epa.gov](mailto:Aiyegoro.Ganiat@epa.gov)>  
**Subject:** FW: High Priority Request: Requesting PDL for enclosed forms  
**Importance:** High

Hi Nanette and Keith,

We are reaching out to you for your help as Liaison Privacy Officials (LPOs) with the two attached forms that have been designated as being part of the following two SORNs:

Name of System	Managing Office	SORN#	Sensitive PII	Non-Sensitive PII	Employee	Public	PII Elements	Privacy Impact Assessments
----------------	-----------------	-------	---------------	-------------------	----------	--------	--------------	----------------------------

## Ex. 5 Deliberative Process (DP)

**The National Privacy Program (NPP) needs the associated revised or new PTAs and PIAs** to be able to issue the Privacy Determination Letters (PDLs) for each of the enclosed forms, which is needed before the Forms Management Program can issue these forms for agency-wide use. Since Krysti is out of office, please coordinate with the other members of her team to get the information you need (appearing on the To line).

Please note the high priority nature of this request as mentioned below, including dates that Lee will be out of office. We appreciate your help and are here for any questions you may have related to this request!

Thank you,  
Soly

### **EPA's Forms Management Program**

Monique Horstmann (*she/her/hers*), Agency Internal Forms Officer (A)  
Chat with me or Call me on Microsoft Teams



Solymar Grecco (*she/her/hers*), Agency External Forms Officer  
Chat with me or Call me on Microsoft Teams  
United States Environmental Protection Agency (USEPA)

[Learn more about creating forms at EPA!](#)

---

**From:** Grecco, Solymar <[Grecco.Solymar@epa.gov](mailto:Grecco.Solymar@epa.gov)> **On Behalf Of** EPA Forms  
**Sent:** Monday, November 08, 2021 11:01 AM  
**To:** Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>; National Privacy Program <[privacy@epa.gov](mailto:privacy@epa.gov)>  
**Cc:** Achamfour, Morrison <[achamfour.morrison@epa.gov](mailto:achamfour.morrison@epa.gov)>; Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>; Moore, Bobby <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Perfect – will initiate that request now with the relevant POCs. Thanks for your fast response!!  
Soly

---

**From:** Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>  
**Sent:** Monday, November 08, 2021 10:55 AM  
**To:** EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>; National Privacy Program <[privacy@epa.gov](mailto:privacy@epa.gov)>  
**Cc:** Achamfour, Morrison <[achamfour.morrison@epa.gov](mailto:achamfour.morrison@epa.gov)>; Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>; Moore, Bobby <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Good Morning Soly,

Yes, I believe Morrison would need the revised PIA (if one exists, if not a new PTA and possibly a PIA after that.)

Thank You,

Lee Kelly – MSc., CISSP  
Division Director - TCO  
Office of Information Security and Privacy  
Office of Mission Support  
US Environmental Protection Agency  
Phone: 202.566.1197 (Office); 202.430.2451 (Mobile)  
(HSDN) [robert.l.kelly@dhs.gov](mailto:robert.l.kelly@dhs.gov)  
(JWICS) [r.kelly@epa.id.ic.gov](mailto:r.kelly@epa.id.ic.gov)

---

**From:** Grecco, Solymar <[Grecco.Solymar@epa.gov](mailto:Grecco.Solymar@epa.gov)> **On Behalf Of** EPA Forms  
**Sent:** Monday, November 8, 2021 10:47 AM  
**To:** Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>; National Privacy Program <[privacy@epa.gov](mailto:privacy@epa.gov)>  
**Cc:** Achamfour, Morrison <[achamfour.morrison@epa.gov](mailto:achamfour.morrison@epa.gov)>; Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>; Moore, Bobby <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Thanks Lee,  
What paperwork do you need besides the forms with their PAS and their Forms Action Requests? The PIAs/PTAs? Something else?



Thanks also for letting us know about your being out of office soon!  
Soly

---

**From:** Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>  
**Sent:** Monday, November 08, 2021 10:12 AM  
**To:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>; Grecco, Solymar <[Grecco.Solymar@epa.gov](mailto:Grecco.Solymar@epa.gov)>  
**Cc:** Achamfour, Morrison <[achamfour.morrison@epa.gov](mailto:achamfour.morrison@epa.gov)>  
**Subject:** FW: High Priority Request: Requesting PDL for enclosed forms

Good Morning All,

Below is the message I sent to Krysti on Friday regarding the Privacy Act Statements.

A couple of notes:

## Ex. 5 Deliberative Process (DP)

Thank You,

Lee Kelly – MSc., CISSP  
Division Director - TCO  
Office of Information Security and Privacy  
Office of Mission Support  
US Environmental Protection Agency  
Phone: 202.566.1197 (Office); 202.430.2451 (Mobile)  
(HSDN) [robert.l.kelly@dhs.sgov.gov](mailto:robert.l.kelly@dhs.sgov.gov)  
(JWICS) [r.kelly@epa.id.ic.gov](mailto:r.kelly@epa.id.ic.gov)

---

**From:** Kelly, Lee  
**Sent:** Friday, November 5, 2021 3:32 PM  
**To:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>  
**Cc:** Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Good Afternoon Krysti,

I have read both documents and from a content perspective seem fine to me.

I did have one curious question –

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Thank You,

Lee Kelly – MSc., CISSP  
Division Director - TCO  
Office of Information Security and Privacy  
Office of Mission Support  
US Environmental Protection Agency  
Phone: 202.566.1197 (Office); 202.430.2451 (Mobile)



(HSDN) [robert.l.kelly@dhs.sgov.gov](mailto:robert.l.kelly@dhs.sgov.gov)  
(JWICS) [r.kelly@epa.id.ic.gov](mailto:r.kelly@epa.id.ic.gov)

---

**From:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>  
**Sent:** Friday, November 5, 2021 2:57 PM  
**To:** Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>  
**Cc:** Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>  
**Subject:** FW: High Priority Request: Requesting PDL for enclosed forms

Hey Lee – just checking to see if you’ve received my email earlier. Please let us know if there’s anything else you need from us.

---

Krysti Wells

[Chat with me on Teams!](#)

---

**From:** Wells, Krysti  
**Sent:** Friday, November 5, 2021 9:21 AM  
**To:** EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>; National Privacy Program <[privacy@epa.gov](mailto:privacy@epa.gov)>; Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>  
**Cc:** Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>; Downs, Caitlin <[Downs.Caitlin@epa.gov](mailto:Downs.Caitlin@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>; Moore, Bobby <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>; Mansfield, Marshall <[Mansfield.Marshall@epa.gov](mailto:Mansfield.Marshall@epa.gov)>; Stachowiak, Robert <[Stachowiak.Robert@epa.gov](mailto:Stachowiak.Robert@epa.gov)>; Ponce de Leon, Bianca <[PonceDeLeon.Bianca@epa.gov](mailto:PonceDeLeon.Bianca@epa.gov)>  
**Subject:** RE: High Priority Request: Requesting PDL for enclosed forms

Hey NPP –

So happy to have you on board!

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

EPA Forms and NPP

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Thanks for everyone’s focus and attention to this!

---

Krysti Wells

[Chat with me on Teams!](#)

---

**From:** Grecco, Solymar <[Grecco.Solymar@epa.gov](mailto:Grecco.Solymar@epa.gov)> **On Behalf Of** EPA Forms  
**Sent:** Friday, November 5, 2021 9:08 AM  
**To:** National Privacy Program <[privacy@epa.gov](mailto:privacy@epa.gov)>; Kelly, Lee <[Kelly.Lee@epa.gov](mailto:Kelly.Lee@epa.gov)>  
**Cc:** Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>; Downs, Caitlin <[Downs.Caitlin@epa.gov](mailto:Downs.Caitlin@epa.gov)>; Wooden-Aguilar, Helena



<Wooden-Aguilar.Helena@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Mansfield, Marshall  
<Mansfield.Marshall@epa.gov>

**Subject:** High Priority Request: Requesting PDL for enclosed forms

Good morning, NPP Team,

Per established procedure, we are requesting PDLs for both of these forms so that we know they do not require SORNs and are therefore able to be used **Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)** From Kristi's response, it appears that AR/OMS is the owner organization so I have also looped in Bobby.

Thanks for your help,  
Soly

### **EPA's Forms Management Program**

Monique Horstmann (*she/her/hers*), Agency Internal Forms Officer (A)

Chat with me or Call me on Microsoft Teams

Solymar Grecco (*she/her/hers*), Agency External Forms Officer

Chat with me or Call me on Microsoft Teams

United States Environmental Protection Agency (USEPA)

Learn more about creating forms at EPA!

---

**From:** Wells, Krysti <Wells.Krysti@epa.gov>

**Sent:** Thursday, November 04, 2021 4:34 PM

**To:** Almazan, Christina <almazan.christina@epa.gov>; EPA Forms <forms@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>

**Cc:** Harris, Monisha <harris.monisha@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Horstmann, Monique <Horstmann.Monique@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Kamalakis, Joel <Kamalakis.Joel@epa.gov>; Pankey, Herbert <Pankey.Herbert@epa.gov>

**Subject:** RE: Link doc

Hey Team –

As promised, here is the second form.

---

Krysti Wells

Chat with me on Teams!

---

**From:** Almazan, Christina <almazan.christina@epa.gov>

**Sent:** Thursday, November 4, 2021 4:20 PM

**To:** Wells, Krysti <Wells.Krysti@epa.gov>; EPA Forms <forms@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>

**Cc:** Harris, Monisha <harris.monisha@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Horstmann, Monique <Horstmann.Monique@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Kamalakis, Joel <Kamalakis.Joel@epa.gov>; Pankey,



Herbert <Pankey.Herbert@epa.gov>

**Subject:** RE: Link doc

The source document has been updated to meet accessibility requirements. I would just need the EPA Form # (any styling requirement) and any other requirements from the Agency Forms program to complete this request.

Respectfully,  
Christina Almazan

OMS Web Services Manager/CPIM  
Office: 202-564-6681

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Have questions or inquires, send us an email at:  
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OMS Web Services: [OMS\\_Web\\_Team@epa.gov](mailto:OMS_Web_Team@epa.gov)

---

**From:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>

**Sent:** Thursday, November 4, 2021 3:38 PM

**To:** EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>

**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>; Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>;

Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>;

Downs, Caitlin <[Downs.Caitlin@epa.gov](mailto:Downs.Caitlin@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>

**Subject:** RE: Link doc

Hey Folks –

I am the POC for this form (but I'll be on leave starting Monday – so if you have questions, please copy Amy, Caitlin and Helena – and one of us will get back to you).

Regarding LPOs –

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

Thanks, friends. **Ex. 5 Deliberative Process (DP)** – we're all in this together!

---

Krysti Wells

[Chat with me on Teams!](#)

---

**From:** Grecco, Solymar <[Grecco.Solymar@epa.gov](mailto:Grecco.Solymar@epa.gov)> **On Behalf Of** EPA Forms

**Sent:** Thursday, November 4, 2021 2:35 PM



**To:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>  
**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>; Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>; Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>  
**Subject:** RE: Link doc

Hi Kristi and Alva,

Thanks for letting us know that the form has been vetted thoroughly by OGC as that will help speed things along.

Questions for you before we request the Privacy Determination Letter from the National Privacy Program that is part of our ensuring we can issue the form:

- 1) Who is the POC that we can designate the forms owner (the person who will work with us to answer questions/fill out form action request/liaise with?
- 2) Which Liaison Privacy Official handled this form and the next one coming down the pike – the AR one (Bobby Moore) or the EI one (Nanette Willis)? If no LPO was looped in just let us know what side of the house owns this form (it sounds like HR in AR but want to make sure) so we can loop them in.

Thanks!

Soly

#### **EPA's Forms Management Program**

Monique Horstmann (*she/her/hers*), Agency Internal Forms Officer (A)

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Solymar Grecco (*she/her/hers*), Agency External Forms Officer

Chat with me or Call me on Microsoft Teams

United States Environmental Protection Agency (USEPA)

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---

**From:** Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>

**Sent:** Wednesday, November 03, 2021 5:02 PM

**To:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>

**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>; Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>

**Subject:** RE: Link doc

This documents is in queue. I hope to have the form properly tagged and accessible by tomorrow. I will keep you posted.

Respectfully,  
Christina Almazan

OMS Web Services Manager/CPIM  
Office: 202-564-6681

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OMS Web Services: [OMS\\_Web\\_Team@epa.gov](mailto:OMS_Web_Team@epa.gov)

---

**From:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>  
**Sent:** Wednesday, November 3, 2021 4:38 PM  
**To:** Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>  
**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>  
**Subject:** RE: Link doc

Here you go!

---

Krysti Wells

[Chat with me on Teams!](#)

---

**From:** Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>  
**Sent:** Wednesday, November 3, 2021 4:35 PM  
**To:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>  
**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>  
**Subject:** RE: Link doc

Krysti: If you provide me the source document (the word document version of this PDF), I can work on making it accessible.

The part I am not familiar with is the EPA Form process and obtaining a Form #, if necessary.

Respectfully,  
Christina Almazan

OMS Web Services Manager/CPIM  
Office: 202-564-6681

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ELMSupport: [OMS-ELMSupport@epa.gov](mailto:OMS-ELMSupport@epa.gov)  
OMS Web Services: [OMS\\_Web\\_Team@epa.gov](mailto:OMS_Web_Team@epa.gov)

---

**From:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>  
**Sent:** Wednesday, November 3, 2021 4:20 PM  
**To:** Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>  
**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>  
**Subject:** RE: Link doc



## Ex. 5 Deliberative Process (DP)

---

Krysti Wells

[Chat with me on Teams!](#)

---

**From:** Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>

**Sent:** Wednesday, November 3, 2021 4:14 PM

**To:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>

**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>

**Subject:** RE: Link doc

I forgot to loop in @Daniels, Alva for assistance.

Respectfully,  
Christina Almazan

OMS Web Services Manager/CPIM  
Office: 202-564-6681

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Have questions or inquiries, send us an email at:

ELMSupport: [OMS-ELMSupport@epa.gov](mailto:OMS-ELMSupport@epa.gov)

OMS Web Services: [OMS\\_Web\\_Team@epa.gov](mailto:OMS_Web_Team@epa.gov)

---

**From:** Almazan, Christina

**Sent:** Wednesday, November 3, 2021 4:07 PM

**To:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Horstmann, Monique <[Horstmann.Monique@epa.gov](mailto:Horstmann.Monique@epa.gov)>

**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>; EPA Forms <[forms@epa.gov](mailto:forms@epa.gov)>

**Subject:** RE: Link doc

Monisha is my supervisor, the folks in OA and OEIP manage the Agency Forms Program and provide an EPA Forms #, if needed. Monique Horstmann is my POC for internal forms.

## Ex. 5 Deliberative Process (DP)



Respectfully,  
Christina Almazan

OMS Web Services Manager/CPIM  
Office: 202-564-6681

For more information and updates, visit our collaborative spaces: [OMS ELMS](#) – [OMS Web Services](#)

Have questions or inquires, send us an email at:  
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OMS Web Services: [OMS\\_Web\\_Team@epa.gov](mailto:OMS_Web_Team@epa.gov)

---

**From:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>  
**Sent:** Wednesday, November 3, 2021 3:54 PM  
**To:** Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>  
**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>  
**Subject:** RE: Link doc

Shoot – **Ex. 5 Deliberative Process (DP)** I haven't worked with Monisha's team – Monisha – how do we make this happen?

---

Krysti Wells

[Chat with me on Teams!](#)

---

**From:** Almazan, Christina <[almazan.christina@epa.gov](mailto:almazan.christina@epa.gov)>  
**Sent:** Wednesday, November 3, 2021 3:48 PM  
**To:** Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>  
**Cc:** Harris, Monisha <[harris.monisha@epa.gov](mailto:harris.monisha@epa.gov)>  
**Subject:** RE: Link doc

Krysti who provided you this form? There are accessibilities issues. I understand that this is a product that needed to be generated quickly, but did we loop in the Agency Forms Team to ensure that the form meets Agency Form requirements?

In order to properly tag and make this form accessible, I would need the source document.

Respectfully,  
Christina Almazan

OMS Web Services Manager/CPIM  
Office: 202-564-6681

For more information and updates, visit our collaborative spaces: [OMS ELMS](#) – [OMS Web Services](#)

Have questions or inquires, send us an email at:  
ELMSupport: [OMS-ELMSupport@epa.gov](mailto:OMS-ELMSupport@epa.gov)  
OMS Web Services: [OMS\\_Web\\_Team@epa.gov](mailto:OMS_Web_Team@epa.gov)



---

**From:** Wells, Krysti <Wells.Krysti@epa.gov>  
**Sent:** Wednesday, November 3, 2021 2:24 PM  
**To:** Almazan, Christina <almazan.christina@epa.gov>  
**Subject:** Link doc

Hey Christina –

Can you please link this document to the “EPA Medical Certification for Covid-19 Vaccine Exception” **Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

THANK YOU!

THANK YOU!

---

**Krysti Wells**

Director, Office of Customer Advocacy, Policy and Portfolio Management (OCAPPM)

**Phone:** (202) 564-6295

**Email:** [wells.krysti@epa.gov](mailto:wells.krysti@epa.gov)

[Chat with me on Teams!](#)



Message

---

**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 11/11/2021 1:57:21 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Re: Final Reminder for EPA Federal Employees to Submit Vaccination Information

Hi Arron,

congratulations on sending your first agency mailer. I think we will be fine. It took a lot for us to get this out the door with late notice to OPA including creating your master head.

I used the version in the OneDrive and ran it by folks before I sent. My apologies I don't think we saw your comment.

We may get emails from employees to the Covid coordination box asking if we received their info. I don't foresee any other concerns, but we never know.

I'll let you know if I receive any concerns about your message.

Shakeba Carter-Jenkins  
Communications Director &  
Senior Special Assistant  
Office of Mission Support -Immediate Office  
202-564-6385 (o) | 202-302-6113 (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

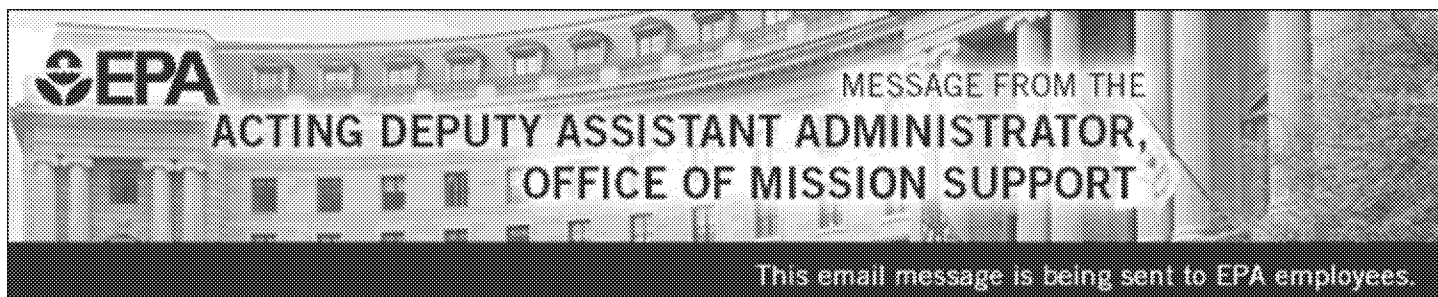
On Nov 11, 2021, at 8:03 AM, Helm, Arron <Helm.Arron@epa.gov> wrote:

This did not have the change I requested in the first sentence. This is different that the last version I reviewed. Ugh.

---

**From:** MassMailer <massmailer@epa.gov>  
**Sent:** Wednesday, November 10, 2021 6:43 PM  
**Subject:** Final Reminder for EPA Federal Employees to Submit Vaccination Information





Good afternoon,

**This is your final reminder that all employees must provide a response in the [EPA Vaccination Attestation secure portal](#) regarding their COVID-19 vaccination status.** Federal agencies are required to collect proof of COVID-19 vaccination consistent with the Safer Federal Workforce Task Force's [guidance](#) implementing [Executive Order 14043](#), which requires all federal employees to be fully vaccinated by November 22, 2021. You previously received reminders about this requirement via MassMailer emails sent on October 19th and November 3rd.

- **If you have been fully vaccinated against COVID-19**, you should access the [portal](#), choose "Yes" on the drop down list, and upload your proof of vaccination. Please review the [Report Vaccination Status intranet page](#), which has quick reference guides for taking a photo of your vaccination documentation using your [EPA laptop](#) or [EPA-issued mobile device](#), as well as a [detailed walkthrough for uploading your vaccination information](#) to the secure portal.
- **If you are not vaccinated against COVID-19 and are not seeking a medical or religious accommodation**, you should access the portal and choose "No" on the drop down list.
- **If you are seeking a medical or religious accommodation in regard to the COVID-19 vaccination requirement**, you should access the portal and choose "No – I have or will be requesting a religious accommodation" or "No – I have or will be requesting a disability accommodation" on the drop down list, depending on the nature of your accommodation request.

Employees who fail to upload proof of vaccination or request an accommodation are subject to disciplinary measures, up to and including removal from federal service. **If you have not yet provided your response in the portal, you must do so immediately.**

If you are experiencing technical issues accessing the portal, please contact your region/ program Vaccination Attestation point of contact immediately. Further, if you have already entered a response in the [EPA Vaccination Attestation secure portal](#) and have questions about your submission, please contact your region/ program Vaccination Attestation point of contact immediately.

Program	Vaccination POC	Region	Vaccination POC
OA	Terrence Jackson	Region 1	Jackie Medina
OAR	Scott Monroe	Region 2	Roger Pelletier
OCFO	Ruth Soward	Region 3	Paul Dressel
OCSPP	Pamela Carter-Pruce	Region 4	Barbara Scott
OECA	Laura Milton	Region 5	Richard Marlinga
OGC	Christie Watkins	Region 6	Mary Stanton
OIG	Ellen Lee	Region 7	Jonathan Cooper
OITA	Dennis Cunningham	Region 8	Karly Scholten
OLEM	Susan Smith	Region 9	Santana Garza
OMS	Arnulfo Hernandez	Region 10	Peter Sullivan



ORD	Christiane Routt		
OW	Alfredo Torrez		

Arron Helm  
Acting Deputy Assistant Administrator,  
Office of Mission Support



**From:** Thomas, Derval [Thomas.Derval@epa.gov]  
**Sent:** 11/19/2021 9:15:44 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** RE: Supervisor Information: Implementation of the COVID-19 Vaccination Requirement

Arron.....it was great to see you on the supervisor webinar last Tuesday. And even better to see you are being promoted. I'm extremely happy for you!!

Cheers!!!

---

**From:** Helm, Arron <Helm.Arron@epa.gov>  
**Sent:** Friday, November 19, 2021 3:41 PM  
**Subject:** Supervisor Information: Implementation of the COVID-19 Vaccination Requirement

Good afternoon, EPA Supervisors and Managers:

Below is important information regarding the Agency's implementation of the COVID-19 vaccination requirement. Please review the following information carefully.

#### **COVID-19 Vaccination Requirement and Proof of Vaccination**

- **November 22, 2021** – As you know, [Executive Order 14043](#) requires all federal employees to be fully vaccinated against COVID-19. The deadline for employees to be fully vaccinated is [November 22, 2021](#).
- **Vaccination Attestation Portal** – The Agency is [required](#) to collect proof of vaccination from all employees. As described in Mass Mailers sent on October 19 and 21, 2021, EPA has created a secure, electronic [Vaccination Attestation portal](#) for employees to use to verify their vaccine status and upload proof of vaccination. Employees were asked to provide a response in the portal no later than November 3, 2021.
- **Medical and Religious Accommodations** – By now, employees should have entered the [Vaccination Attestation secure portal](#) to provide a response regarding their COVID-19 vaccination status. Please note that for employees requesting a medical or religious accommodation to the vaccination requirement, they still must access the portal and choose the drop-down option indicating that they have requested an accommodation. Any employee who has not provided a response in the portal must do so immediately.

#### **Counseling and Disciplinary Process Related to COVID-19 Vaccination Requirement**

- **Discipline and Accommodation Process** – Consistent with the Safer Federal Workforce Task Force's [guidance](#), employees who fail to provide proof of vaccination are subject to disciplinary measures, up to and including removal from federal service. Employees who have requested a reasonable accommodation will not be subject to discipline for the COVID-19 vaccination requirement while their reasonable accommodation request is pending (see below).
- **Education and Counseling** – The goal of Executive Order 14043 is to encourage federal employees to become vaccinated. As such, the Agency implemented an education and counseling process to encourage employees to get vaccinated. To begin the education and counseling process, EPA sent out a series of Mass Mailers to all employees on October 13, 19, 21, and November 3, 2021 and those notices included resource links to sources like the Centers for Disease Control and the Office of Personnel Management. In addition, the Agency hosted "[A Conversation about the Covid-19 Vaccination](#)" with



the CDC's Senior Science Advisor for Emergency Covid Response. The Agency has widely posted these and other resources on its Intranet page. As an additional part of the education and counseling process, the Agency recently provided template emails to those supervisors who had employees who had not yet provided their vaccination status. Those emails provided further counsel and education by sharing factual, educational information with employees regarding the safety and efficacy of the COVID-19 vaccines.

- **Notice of Counseling** – The next step in the counseling process will be the Agency's issuance of a "Notice of Counseling," a counseling document which is not disciplinary in nature and will not be placed in the employee's eOPF. You are not responsible for issuing the Notice of Counseling; the process will be centralized, with a member of Human Resources leadership issuing the notice to the employee via email. EPA expects to send out the Notice of Counseling in the near future to (1) employees who have not provided any response in the Vaccine Attestation portal, and (2) employees who have responded that they are not vaccinated but are not seeking a reasonable accommodation.
- **Centralized Progressive Discipline Process** – If, after receipt of the Notice of Counseling, the employee still does not certify their vaccination status and/or does not provide documentation supporting that status within five (5) days, the Agency will begin progressive discipline. Again, you will not be responsible for issuing progressive discipline related to the COVID-19 vaccination requirement. There will be a centralized process with a single designated Proposing Official and single designated Deciding Official for the Agency.
- **Notification re Discipline** – If any of your employees are subject to formal discipline for failure to comply with the COVID-19 vaccination requirement, you will receive a notification at that time from a Labor and Employee Relations Specialist. If you have questions concerning a notification, please reach out to [VaccineMandate@epa.gov](mailto:VaccineMandate@epa.gov).

### **Reasonable Accommodations Related to COVID-19 Vaccination Requirement**

- **Medical and Religious Accommodations** – There are limited circumstances where the Agency may grant an exception to the vaccination requirement, specifically through a reasonable accommodation due to a medical condition or sincerely held religious belief.
- **Accommodation Process** – Employees requesting an accommodation should send their requests to [ReligiousAccommodations@epa.gov](mailto:ReligiousAccommodations@epa.gov) (for religious accommodation requests) or [DisabilityAccommodations@epa.gov](mailto:DisabilityAccommodations@epa.gov) (for disability/medical accommodation requests). If an employee sends an accommodation request directly to you, please forward it immediately to the appropriate email box. Employees are discouraged from sending their supervisors medical documentation and religious information; however, if you receive such information, please contact your Labor and Employee Relations specialist for information about how to properly store this information.
- **Centralized Accommodations Review Team** – The Agency has created a centralized team to process and adjudicate accommodation requests related to the COVID-19 vaccination requirement. This means that supervisors will not serve as the decision makers for reasonable accommodation requests related to the COVID-19 vaccination requirement.
- **Accommodations Notification** – If one of your employees has requested an accommodation related to the COVID-19 vaccination requirement, you will be receiving an email in the coming weeks notifying you that the employee has requested an accommodation.
- **Interim Accommodations** – All employees who have requested an accommodation related to the COVID-19 vaccination requirement are granted an interim accommodation of pausing the vaccination deadline while their request is pending. Accordingly, all employees who have requested an accommodation will not be subject to discipline related to the COVID-19 vaccination requirement while their accommodation request is pending.



- **Safety Protocols for Unvaccinated Employees** – All unvaccinated employees, including employees who have requested an accommodation, must continue to adhere to safety protocols when entering EPA worksites. Specifically, please direct all unvaccinated employees who you supervise to comply with the Agency's Workplace Safety Plan and (1) wear a mask covering their nose and mouth, and (2) adhere to social distancing (when practicable) while at EPA worksites.

Arron E. Helm  
Acting Deputy Assistant Administrator for ARM  
Office of Mission Support  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
(919) 541-4252 (Office)  
(919) 672-2148 (Mobile)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
RESEARCH TRIANGLE PARK

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Message

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**From:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Sent:** 11/23/2021 6:12:01 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** FW: quick question on SEEs  
**Attachments:** EPA SEE Covid Requirement for Building Access\_Oct22.pdf

See below and attached.

Jan Jablonski, Acting Deputy Director  
Office of Resources and Business Operations  
Office of Mission Support  
(202) 564-9922 (o)  
(202) 329-8052 (c)  
Room 4358A WJC North

---

**From:** Luftig-Ferber, Jesse <luftig-ferber.jesse@epa.gov>  
**Sent:** Tuesday, November 23, 2021 12:49 PM  
**To:** Jablonski, Janice <jablonski.janice@epa.gov>  
**Cc:** Hughes, Angela <Hughes.Angela@epa.gov>; Harris, Monisha <harris.monisha@epa.gov>; Wojtalewicz, Daniela <Wojtalewicz.Daniela@epa.gov>  
**Subject:** RE: quick question on SEEs

The SEE Program has implemented an interim guidance, attached, to address enrollees who require immediate access to federal buildings. Additionally, there will be requirements similar to the contractor requirements for SEE Enrollees added as a Terms and Condition to each cooperative agreement. The SEE Program intends to follow the vaccination requirements outlined in Executive Order 14042 [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#) where applicable for SEE Enrollees and the Grantee Organizations.

The Grantee Organizations will be responsible for collecting and managing Enrollee vaccine records. EPA will not be reviewing or collecting vaccine records. Please contact Monisha Harris and CC Jesse Luftig-Ferber if you have additional questions. Thank you.

Jesse Luftig-Ferber  
Program Analyst, Office of Resources and Business Operations  
Office of Mission Support  
202.564.0415  
RPCV Zambia

---

**From:** Jablonski, Janice <jablonski.janice@epa.gov>  
**Sent:** Tuesday, November 23, 2021 12:32 PM  
**To:** Luftig-Ferber, Jesse <luftig-ferber.jesse@epa.gov>  
**Cc:** Hughes, Angela <Hughes.Angela@epa.gov>; Harris, Monisha <harris.monisha@epa.gov>  
**Subject:** FW: quick question on SEEs

Jesse: can you draft a response to Chris Robbins' question below? Should be pretty straightforward. Let me look at it quickly and send it on to Lynnann. Thanks.

Jan Jablonski, Acting Deputy Director  
Office of Resources and Business Operations  
Office of Mission Support



(202) 564-9922 (o)  
(202) 329-8052 (c)  
Room 4358A WJC North

---

**From:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Sent:** Tuesday, November 23, 2021 11:32 AM  
**To:** Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>  
**Cc:** Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** FW: quick question on SEEs

Jan – could you have the SEE team write up a status for response to Chris? Thanks --

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738

---

**From:** Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)>  
**Sent:** Tuesday, November 23, 2021 7:46 AM  
**To:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** quick question on SEEs

Hi,

At the EMC meeting last week, Kimberly gave

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Are there any similar requirements

for SEE employees? Thanks!

Chris

Christopher S. Robbins (he/him/his)  
Deputy Assistant Administrator for Management  
Deputy Civil Rights Official  
Office of Research and Development  
(919) 541-0605  
Mobile: (919) 360-3811



Message

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**From:** Patrick, Kimberly [Patrick.Kimberly@epa.gov]  
**Sent:** 12/1/2021 6:48:50 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Scott, Raoul [Scott.Raoul@epa.gov]  
**Subject:** Brief Desk Statement

On November 30, 2021, the U.S. District Court for the Eastern District of Kentucky issued a preliminary injunction halting implementation of Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors” in Kentucky, Tennessee, and Ohio.

This injunction applies to contracts performed in whole, or in part, in Kentucky, Tennessee, or Ohio. The Office of Management and Budget will issue guidance to federal agencies on compliance with the preliminary injunction. EPA will implement this guidance, as required.

POCs: Kimberly Patrick  
Pamela Legare  
Raoul Scott

***Kimberly Y. Patrick,  
Senior Procurement Executive and Director***

EPA Office of Acquisition Solutions  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004  
Phone: (202) 564-4310  
Cell: (202) 816-1928  
Fax: (202) 565-2475  
Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)

***OAS...Advancing EPA's Mission Through Acquisitions!***



Message

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**From:** CHCO Council [CHCOCouncil@opm.gov]  
**Sent:** 12/3/2021 11:56:38 PM  
**CC:** Conrad, Margot C. [Margot.Conrad@opm.gov]; Gerheim, Lindsey J. [Lindsey.Gerheim@opm.gov]; Holman, Ella S. [Ella.Holman@opm.gov]  
**Subject:** Modification to the OPM GOVT-5, Recruiting, Examining, and Placement Records SORN

Good evening CHCOs and Deputies,

This week, the Office of Personnel Management published a modification to the OPM GOVT-5, Recruiting, Examining, and Placement Records system of records notice (SORN). This government-wide SORN was modified to add an additional category of records to make clear that records collected and generated in the onboarding process, including the proof of vaccination required by Executive Order 14043, are included in the OPM GOVT-5 system of records. As a result, agencies now have clear Privacy Act coverage to collect vaccination information from individuals prior to their start date.

Separately, last week OMB granted OPM an emergency clearance under the Paperwork Reduction Act for USA Staffing's onboarding module. This permits agencies who use USA Staffing to collect onboarding information and documentation, including vaccination information.

Agencies who do not use USA Staffing will need to evaluate whether they have their own approved information collection request that permits them to collect the vaccine information from those individuals who have been selected but are not yet agency employees.

If you have any questions, we encourage you to first consult with your agency Senior Agency Official for Privacy (SAOPs).

Best,  
CHCO Council



Message

---

**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 1/3/2022 2:35:43 AM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** FW: Future of Re-entry to Work

Can you handle comments on this response? Thanks --

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

---

**From:** Monger, Jon <Monger.Jon@epa.gov>  
**Sent:** Sunday, January 2, 2022 3:51 PM  
**To:** McCabe, Janet <McCabe.Janet@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: Future of Re-entry to Work

## Ex. 5 Deliberative Process (DP)

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**From:** McCabe, Janet <McCabe.Janet@epa.gov>  
**Sent:** Sunday, January 2, 2022 3:41 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Cc:** Monger, Jon <Monger.Jon@epa.gov>  
**Subject:** FW: Future of Re-entry to Work

I suggest responding along the lines of:

Dear Brian—

## Ex. 5 Deliberative Process (DP)

What do you think?

Janet



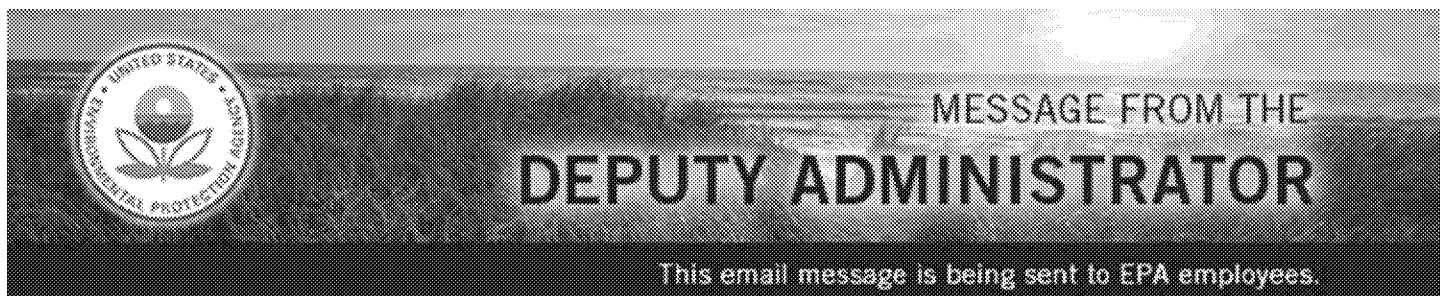
**From:** Ratkos, Brian <[ratkos.brian@epa.gov](mailto:ratkos.brian@epa.gov)>  
**Sent:** Sunday, January 2, 2022 2:47 PM  
**To:** McCabe, Janet <[McCabe.Janet@epa.gov](mailto:McCabe.Janet@epa.gov)>  
**Subject:** RE: Future of Re-entry to Work

Janet,

## Ex. 5 Deliberative Process (DP)

Thank you for taking time to read and respond, I know you are busy...

**From:** Message from the Deputy Administrator <[messagefromthedeputyadministrator@epa.gov](mailto:messagefromthedeputyadministrator@epa.gov)>  
**Sent:** Wednesday, December 22, 2021 11:33 AM  
**To:** Message from the Deputy Administrator <[messagefromthedeputyadministrator@epa.gov](mailto:messagefromthedeputyadministrator@epa.gov)>  
**Subject:** Future of Re-entry to Work



Dear Colleagues,

First, we understand that this is an uncertain time as we learn more about the Omicron variant and that you have questions about implications for how we work together. We continue to monitor developments related to the COVID-19 pandemic so that we can be as responsive as possible to changing conditions and emerging science and information.

As the President shared yesterday, and as public health experts continue to emphasize, if you are fully vaccinated, and especially if you've got your booster shot, you have a high degree of protection against severe illness, with vaccinated people who get COVID-19 likely to have no symptoms or mild symptoms. At EPA, we are taking Omicron seriously, and we are doing the planning we need to do and have in place safety protocols for those of you working onsite, consistent with current guidance from the Centers for Disease Control and Prevention (CDC) and the [Safer Federal Workforce Task Force](#).

Based on various factors, including the need to address operational considerations at the start of the new year related to preparing for increased presence in our workplaces, we are modifying our timeline for increased return to the workplace, as announced in my November 18th [Mass Mailer](#).



Senior political leadership and federal employees already physically reporting to EPA offices and laboratories should continue to do so in order to ensure that the agency meets its mission. Non-bargaining unit employees scheduled to begin their increased return on either January 3 or 31, 2022, will delay the start date by 4 weeks (two pay periods).

- Political appointees, SES, SL ST, and Title 42 managers are now scheduled to begin their reentry on January 31, 2022.
- Supervisors, managers, and other non-bargaining unit employees will begin their reentry on February 28, 2022.

The transition back to the worksite will ramp up over three pay periods, as previously described. The Future of Work [Schedule for Reentry](#) intranet page has been updated to reflect these changes and will continue to be updated with new information going forward.

We continue to work with our union partners to meet the agency's bargaining obligations and thoughtfully develop the policies and procedures necessary to support the Future of Work at EPA. The dates for the increased reentry of bargaining unit employees are not set, however we remain committed to providing at least 45 days advance notice of a reentry schedule.

As a reminder, my December 15th [Mass Mailer](#) released the revised COVID-19 Workplace Safety Plan which remains in effect. In addition to masking and other mitigation measures, vaccinations remain the best public health measure to protect people from COVID-19, slow transmission, and reduce the likelihood of new variants emerging. COVID-19 vaccines are also highly effective at preventing severe illness and death. Everyone 18 and older should get a booster if they were vaccinated six months ago or more with Pfizer or Moderna, or two months ago or more with Johnson & Johnson. Employees will be granted paid administrative leave to obtain a booster, an [additional dose](#) for those are immunocompromised, or to accompany a family member who is receiving a vaccination. Getting everyone ages 5 and older vaccinated protects families and communities.

Thank you for all your hard work and for everything that you do to protect public health and the environment. As we have done for the past two years, we will get through this together. I am proud to work alongside of you every single day.

Janet McCabe  
Deputy Administrator



Message

**From:** Atkinson, Ryan [Atkinson.Ryan@epa.gov]  
**Sent:** 1/25/2022 1:07:16 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Sykes, Tiffany [Sykes.Tiffany@epa.gov]; Parker, Krisheena [Parker.Krisheena@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]  
**CC:** Caro, Vique [Caro.Vique@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Harris, Chanya [Harris.Chanya@epa.gov]; Scola, Jennifer [Scola.Jennifer@epa.gov]  
**Subject:** RE: VA language re:injunction

Thanks Arron, we notified the staffers of this yesterday. We are updating the language in our VAs, tentative and final offer letters, and on the Careers page.

---

**From:** Helm, Arron <Helm.Arron@epa.gov>  
**Sent:** Tuesday, January 25, 2022 8:05 AM  
**To:** Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Sykes, Tiffany <Sykes.Tiffany@epa.gov>; Parker, Krisheena <Parker.Krisheena@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>  
**Cc:** Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>  
**Subject:** VA language re:injunction

In addition to:

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

Arron E. Helm  
Acting Deputy Assistant Administrator for ARM  
Office of Mission Support  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
(919) 541-4252 (Office)  
(919) 672-2148 (Mobile)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
RESEARCH TRIANGLE PARK

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Message

---

**From:** Jones, Laura [Jones.Laura@epa.gov]  
**Sent:** 1/25/2022 5:34:20 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Parker, Krisheena [Parker.Krisheena@epa.gov]; Sykes, Tiffany [Sykes.Tiffany@epa.gov]  
**Subject:** RE: CHCO Council Update: Week of 1/24/22

Asking for the benefit of all – see the below Q&A from the guidance. Will EPA still be collecting vaccination proof to inform safety protocols/requirements? If so, should we continue sending info on how to upload after orientation (with modified language)?

Maintenance and Use of Vaccination Information and Documentation

**Q: Can agencies continue to require and receive submission of vaccination information and documentation (including proof of primary series vaccination, additional doses, and booster shots) from employees and potential employees who have received an offer of employment, and maintain, review, and use that information and documentation for the purposes of implementing safety protocols based on vaccination status such as masking, distancing, testing, travel, and quarantine?**

A: Yes, agencies can continue to require and receive submission of vaccination information and documentation (including proof of primary series vaccination, additional doses, and booster shots) from employees and potential employees who have received an offer of employment, and maintain, review, and use that information and documentation for the purposes of implementing safety protocols based on vaccination status such as masking, distancing, testing, travel, and quarantine. This includes reviewing vaccination documentation and information that was submitted to the agency during implementation of E.O. 14043 prior to issuance of the injunction, for the purposes of using that information to implement other safety protocols that are based on vaccination status. If an employee does not submit their vaccination information and documentation, they should be treated as not fully vaccinated for the purposes of implementing safety protocols that are based on vaccination status.

Laura Jones  
Operations Manager (Classification, Staffing, Benefits, and Retirement)  
RTP Human Resources Shared Service Center  
HRMD, OARM-RTP  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
(919) 541-2340  
(919) 541-0160 (fax)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
RESEARCH TRIANGLE PARK

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---

**From:** Helm, Arron <Helm.Arron@epa.gov>  
**Sent:** Tuesday, January 25, 2022 12:26 PM  
**To:** Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Parker, Krisheena <Parker.Krisheena@epa.gov>; Sykes, Tiffany <Sykes.Tiffany@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>  
**Subject:** FW: CHCO Council Update: Week of 1/24/22



## Chief Human Capital Officers Council

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**From:** CHCO Council <[CHCOCouncil@opm.gov](mailto:CHCOCouncil@opm.gov)>  
**Sent:** Monday, January 24, 2022 8:30 PM  
**Cc:** Conrad, Margot C. <[Margot.Conrad@opm.gov](mailto:Margot.Conrad@opm.gov)>; Holman, Ella S. <[Ella.Holman@opm.gov](mailto:Ella.Holman@opm.gov)>  
**Subject:** CHCO Council Update: Week of 1/24/22

CHCOs and Deputy CHCOs,

We wanted to be sure to share an update regarding implementation of E.O. 14043. Today, the Safer Federal Workforce Task Force, in consultation with the Department of Justice, provided [further guidance to agencies regarding the recent injunction](#). We encourage you to share these FAQs with your teams to address some common questions that have been arising.

I also wanted to take a moment to recognize the collaboration OPM had with many of you on the minimum wage guidance that was issued on Friday. This pay raise is meaningful and will directly impact federal families. You can read an [op-ed](#) written by OPM Director and CHCO Council Chair, Kiran Ahuja. As your teams work to implement this new guidance, please reach out to OPM's Pay and Leave with questions at [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov).

Finally, the sample template for Agency DEIA Strategic Plans was sent out last week. We encourage your Agency Implementation Teams to attend the [DEIA Bi-Weekly Office Hour](#) on Thursday, from 2-3pm to hear more about the template.

Best,

Margot



### Recent Guidance, Memos, and Notices Issued

[1/20 Sample Template for Agency DEIA Strategic Plans](#)  
[1/21 Achieving a \\$15 Per Hour Minimum Pay Rate for Federal Employees](#)  
[1/21 \[Safer Federal Workforce\] Time-Sensitive Update on Implementation of E.O. 14043](#) (email)  
[1/24 \[Safer Federal Workforce\] Time-Sensitive Update on Implementation of E.O. 14043](#)

### Data Call Deadlines

Per request of CHCOs, the CHCO Council has pulled together data call deadlines as a reminder:

Agency Deadline	Data Call	Memo Issued
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2/1/22	Annual Data Call Pathways Program FY 2022	12/30/21
3/11/22	2021 Telework Call for Data	12/30/21
5/30/22 at least 50% of instances 12/31/2022 full compliance	<u>E.O.13932 Modernizing &amp; Reforming the Assessment &amp; Hiring of Federal Job Candidates</u>	12/29/21

### 2022 Workforce Recruitment Program Database Now Available!

The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal employees nationwide with highly motivated college students, graduate students, and recent graduates with disabilities who are eager to demonstrate their skills and abilities in the workplace through internships or permanent jobs.

This year's new database is comprised of more than 2,300 students and recent graduates from 420 colleges and universities throughout the nation. Candidates represent a wide variety of academic majors and career interests including business, law, and STEM. In addition, 11% of the candidates are veterans with disabilities, and all individuals are eligible for the Schedule A Hiring Authority. WRP is jointly managed by the U.S. Department of Labor and the U.S. Department of Defense.

**To get started, go to [WRP.gov](http://WRP.gov) and register for an employer account today!** Once you receive your welcome email, you can begin searching a wide range of talent for internships, entry- and mid-level positions at your agency.

WRP will be hosting a webinar for federal employees to learn about this great resource on January 26, 2022, at 1:00pm ET. **Please register at [Workforce Recruitment Program \(WRP\) Federal Webinar](#).**



### IN THE NEWS:

**COVID SAFETY** - [Biden administration says it won't enforce federal employee vaccine mandate during ongoing litigation](#)

**FURLOUGHS** - [OPM Reminds Agencies of Revised Benefits Policies for Shutdowns](#)

**MINIMUM WAGE** - [Living our values by ensuring a livable wage](#)

**MINIMUM WAGE** - [Exclusive: Biden administration raises minimum wage for federal employees to \\$15](#)

**PERFORMANCE MANAGEMENT** - [OPM Set to Release New Guidance on Performance Management in a Hybrid Workplace](#)

**WHITE HOUSE FACT SHEET** - [FACT SHEET: Biden-Harris Administration Advances Equity and Opportunity for Asian American, Native Hawaiian, and Pacific Islander Communities Across the Country](#)

**WORKFORCE** - [Average Age of New Hires Not Much Lower than That of Current Workers](#)



### MARK YOUR CALENDAR:

1/25 Future of Work Working Group 11am-12pm

1/26 Executive Steering Committee 12pm-1pm

1/26 WRP Webinar 1pm-2pm – [Register here](#)

1/27 DEIA Bi-Weekly Office Hour 2-3pm

2/15 CHCO Council February Meeting 9:00am-11:00am



### JOBS OPPORTUNITIES:

1/24 – [Chief Diversity Officer \(SL\), Justice Management Division, Department of Justice \(DEU\)](#)

1/24 – [Branch Chief \(GS-15\), Human Capital Analysis Branch, Nuclear Regulatory Commission \(MPP\)](#)



1/25 - HR Specialist – Employee Engagement Officer, Office of Mission Support, US Environmental Protection Agency (MPP)  
2/7 – Chief Learning and Engagement Officer (ES), Office of the Chief Human Capital Officer, Department of Homeland Security (DEU)



Message

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**From:** Wells, Krysti [Wells.Krysti@epa.gov]  
**Sent:** 1/31/2022 9:04:39 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** FW: Religious Vaccine Exemption Status

FYI – this email went to everyone who requested a religious exception today. We are also working on the medical exceptions.

---

Krysti Wells



[Chat with me on Teams!](#)

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**From:** Religiousaccommodations <Religiousaccommodations@epa.gov>  
**Sent:** Monday, January 31, 2022 3:16 PM  
**To:** Religiousaccommodations <Religiousaccommodations@epa.gov>  
**Cc:** Wells, Krysti <Wells.Krysti@epa.gov>  
**Subject:** Religious Vaccine Exemption Status

Good afternoon,

On January 21, 2022, a federal court issued a preliminary nationwide injunction against the Federal Government prohibiting implementation or enforcement of the COVID-19 vaccination requirement pursuant to Executive Order 14043, "Requiring Coronavirus Disease 2019 Vaccination for Federal Employees." Because the Federal Government is currently enjoined from implementation or enforcement of the Executive Order 14043's COVID-19 vaccination requirement, any exception to that requirement is not necessary so long as the nationwide injunction remains in place. As such, the Agency has halted the processing of all disability or religious exception requests regarding Executive Order 14043's COVID-19 vaccination requirement. The preliminary nationwide injunction may be supplemented, modified, or vacated, depending on the course of ongoing litigation. If there are any updates to the injunction that affect the status of your exception request, you will be notified at that time.

Please note that Safer Federal Workforce Task Force [guidance](#) on other Federal agency safety protocols based on vaccination status—including guidance on protocols related to masking, distancing, travel, testing, and quarantine—remains in effect. Therefore, unvaccinated employees must continue to comply with safety protocols for unvaccinated individuals outlined in the [EPA COVID-19 Workplace Safety Plan](#).



Message

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**From:** CHCO Council [CHCOCouncil@opm.gov]  
**Sent:** 2/26/2022 6:35:12 PM  
**To:** Conrad, Margot C. [Margot.Conrad@opm.gov]; Holman, Ella S. [Ella.Holman@opm.gov]  
**Subject:** [Safer Federal Workforce] Updated Guidance on COVID-19 Community Levels and Mask-Wearing

CHCOs and Deputy CHCOs,

Yesterday, the Centers for Disease Control and Prevention (CDC) released updated recommendations for when people should wear masks and implement other prevention measures depending on the level of COVID-19 in their community.

We have more tools than ever to protect ourselves from COVID-19: vaccinations, boosters, treatments, tests, high-quality masks, and improved ventilation. Over 200 million people in the United States are vaccinated and 2 out of 3 eligible Americans are boosted. With widespread population immunity, the overall risk of severe disease is lower.

CDC's COVID-19 Community Levels combine metrics of COVID-19 hospital admissions and hospital capacity with case data to identify when a community is facing a low, medium, or high level of risk from COVID-19. CDC recommends specific prevention measures at each of the three levels, including with respect to mask-wearing.

Pursuant to Executive Order 13991, Federal agencies follow CDC guidelines for mask-wearing and other public health measures. The Safer Federal Workforce Task Force (Task Force) will soon update its guidance to support agencies in implementing safety protocols consistent with CDC's updated guidelines. Agencies should wait for further guidance from the Task Force prior to updating their COVID-19 workplace safety protocols and policies.

From 12:30 PM – 1:30 PM on Monday, February 28, the Task Force will hold office hours for agency COVID-19 Coordination Teams regarding the updated CDC recommendations.

Where a locality imposes more protective pandemic-related safety requirements, those requirements should be followed by Federal employees and onsite contractor employees, in Federal buildings, in Federally controlled indoor worksites, and on Federal lands within that locality.

Thank you for your continued partnership in protecting the health and safety of the Federal workforce and those we serve.



Message

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**From:** Hardy, Michael [Hardy.Michael@epa.gov]  
**Sent:** 9/15/2021 5:53:11 PM  
**To:** Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Osinski, Michael [Osinski.Michael@epa.gov]; Caro, Vique [Caro.Vique@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]  
**Subject:** RE: Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”

Thanks Kimberly, that’s what caught my eye... I did communicate with ORBO and

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

Michael Hardy  
Director, Strategic IT Investment Staff  
Senior Information Technology Leader  
Office of Mission Support  
U.S. Environmental Protection Agency  
Room 3352-L, WJC North – Mailcode 3102A  
1200 Pennsylvania Avenue, Washington D.C. 20460  
202-564-7899 – Work; 571-344-5096 - Cell

---

**From:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Sent:** Wednesday, September 15, 2021 1:35 PM  
**To:** Hardy, Michael <Hardy.Michael@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>  
**Subject:** RE: Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”

EO 14042 expressly states that it does NOT apply to grants. The SEE program is a grant program, so I am not sure how SEEs are impacted.

*Kimberly Y. Patrick,*  
*Senior Procurement Executive and Director*  
EPA Office of Acquisition Solutions  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004  
Phone: (202) 564-4310  
Cell: (202) 816-1928  
Fax: (202) 565-2475  
Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)

### *OAS...Advancing EPA's Mission Through Acquisitions!*

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**From:** Hardy, Michael <Hardy.Michael@epa.gov>  
**Sent:** Wednesday, September 15, 2021 11:30 AM  
**To:** Helm, Arron <Helm.Arron@epa.gov>; Osinski, Michael <Osinski.Michael@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>  
**Subject:** Fwd: Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”



Just curious, but what are the rules concerning our on-site SEE grantees???

Michael Hardy  
Director, Strategic IT Investment Staff  
Senior Information Technology Leader  
Office of Mission Support  
U.S. Environmental Protection Agency  
Room 3352-L, WJC North – Mailcode 3102A  
1200 Pennsylvania Avenue, Washington, D.C.  
20460  
202-564-7899 - Work 571-344-5096 - Cell

Begin forwarded message:

**From:** "Slaughter, Dorothy" <[Slaughter.Dorothy@epa.gov](mailto:Slaughter.Dorothy@epa.gov)>  
**Date:** September 15, 2021 at 8:26:51 AM EDT  
**Cc:** "Coogan, Daniel" <[Coogan.Daniel@epa.gov](mailto:Coogan.Daniel@epa.gov)>, "Jablonski, Janice" <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>, "Scott, Gregory" <[Scott.Gregory@epa.gov](mailto:Scott.Gregory@epa.gov)>, "Ajabi, Laurel" <[Ajabi.Laurel@epa.gov](mailto:Ajabi.Laurel@epa.gov)>, "Arel, Kristen" <[Arel.Kristen@epa.gov](mailto:Arel.Kristen@epa.gov)>  
**Subject:** FW: Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”

*This is sent Bcc to OMS-Deputy ODs and OMS RMRs*

Good morning,

The attached guidance (below) provides information on how EPA will implement Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”. The guidance explains what type of agreements this executive order will and will *not* apply to.

Please note that Contracting Officer Representatives (CORs) should not direct contractors with respect to this Executive Order. CORs should forward contractor questions to [OMS-ARM-OAS-AcquisitionPolicy@epa.gov](mailto:OMS-ARM-OAS-AcquisitionPolicy@epa.gov) for response by the Office of Acquisition Solutions (OAS). **Please share this document internally, only, with the CORs in your office.**

Thank you,

**Dorothy Slaughter**

United States Environmental Protection Agency (US EPA)  
Office of Mission Support (OMS)  
Office of Resources & Business Operations (ORBO)  
Budget Division (BD)



email: [slaughter.dorothy@epa.gov](mailto:slaughter.dorothy@epa.gov)  
phone: (202) 566-0379

Visit the [OMS Budget Division SharePoint Site](#)

**From:** Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>

**Sent:** Tuesday, September 14, 2021 3:42 PM

**Subject:** Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”

Good Afternoon Acquisition Community,

On September 9, 2020, [Executive Order 14042](#) – “Ensuring Adequate COVID Safety Protocols for Federal Contractors” was issued. This Executive Order was issued with the following purpose,

“to promote economy and efficiency in Federal procurement by ensuring that the parties that contract with the Federal Government provide adequate COVID-19 safeguards to their workers performing on or in connection with a Federal Government contract...These safeguards will decrease the spread of COVID-19, which will decrease worker absence, reduce labor costs, and improve the efficiency of contractors and subcontractors at sites where they are performing work for the Federal Government. Accordingly, ensuring that Federal contractors and subcontractors are adequately protected from COVID-19 will bolster economy and efficiency in Federal procurement.”

I am certain that this Executive Order has generated lots of questions internally and from the contractor community. Attached please find a document that summarizes the key points of the Executive Order, and information about where we currently are with implementation. Please share this document internally, only, with your CORs and COs. If you have any questions, please do not hesitate to ask.

***Kimberly Y. Patrick,***  
***Senior Procurement Executive and Director***

EPA Office of Acquisition Solutions

1300 Pennsylvania Avenue, NW

Washington, DC 20004

Phone: (202) 564-4310

Cell: (202) 816-1928

Fax: (202) 565-2475

Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)

***OAS...Advancing EPA's Mission Through Acquisitions!***



Message

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**From:** Keigwin, Richard [Keigwin.Richard@epa.gov]  
**Sent:** 9/15/2021 6:31:25 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** RE: Talking Points for Managers  
**Attachments:** Vaccination Talking Points for Managers 9 14 2021\_hh.docx

Thanks for these. I'm already hearing from some of our senior managers that they find these to be helpful.

For your consideration, one of our senior managers is an international expert on vaccination issues. She suggested that now that the Pfizer-BioNTech vaccine has now received full FDA approval, we may want to consider including the name of the registered vaccine Ex. 5 Deliberative Process (DP)

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**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Tuesday, September 14, 2021 5:45 PM  
**To:** Career\_Deputy\_Assistant\_Administrators <Career\_Deputy\_Assistant\_Administrators@epa.gov>; Career\_Deputy\_Regional\_Administrators <Career\_Deputy\_Regional\_Administrators@epa.gov>  
**Cc:** Regional Mission Support Division - Directors <Regional\_Mission\_Support\_Division\_Directors@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** Talking Points for Managers

DAAs/DRAAs –

Per our discussion today, I have attached some general Talking Points to use in discussions with employees.

We are also pulling together the questions that we have received in the COVID Coordination Team email box, and we will be producing answers to those detailed questions.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738



Message

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**From:** Conrad, Margot C. [Margot.Conrad@opm.gov]  
**Sent:** 9/21/2021 12:52:45 AM  
**To:** Conrad, Margot C. [Margot.Conrad@opm.gov]  
**CC:** Holman, Ella S. [Ella.Holman@opm.gov]; Brown, Makisha S. [Makisha.Brown@opm.gov]; Gerheim, Lindsey J. [Lindsey.Gerheim@opm.gov]  
**Subject:** CHCO Council Update: Week of 9/20/21  
**Attachments:** USAJOBS 25th Anniversary Flyer.pdf; 5 CFR250 - Overview October 2021 ESA Webcast aam 9-1-2021.pdf; Current List of CLOC Invitees.xlsx



## Chief Human Capital Officers Council

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CHCOs and Deputy CHCOs,

We look forward to seeing you at the CHCO Council meeting tomorrow. We sent a separate email with the agenda and new meeting link this afternoon.

I would like to make a special request. The Federal Chief Learning Officers Council (CLOC) needs to validate the attached list of current invitees to ensure all agencies are represented in their meetings. With the CHCOC's support, the CLOC is poised to assist OPM and OMB in carrying out a variety of Government-wide priorities and mandates, including recent Executive Orders and the upcoming President's Management Agenda – so, it is important that you ensure this list includes the representative from your agency with primary responsibility for learning and development and who is empowered to speak on behalf of your agency. CHCOs should please review and contact Lauren Grover ([lauren.grover@va.gov](mailto:lauren.grover@va.gov)) with any updates/changes, no later than October 1, 2021. Please ensure that your primary CLO representative is attending and engaging in CLOC monthly meetings. In addition, the CLOC will host its annual strategic planning session in the coming months, so there is an opportunity to have your agency get more involved and share ideas to improve the employee development and learning space. If you have any questions regarding your agency's participation on the CLOC, please contact the CLO Council Chair, Joellen Jarrett ([joellen.jarrett@sba.gov](mailto:joellen.jarrett@sba.gov)).

Many thanks in advance for your support!

Please see additional updates below.

Best,

Margot



### CHCO Moves

- **Welcome Jessica Bensel, the new CHCO for the Department of Commerce.** Jessica is responsible for providing leadership, developing policies, and directing programs in all aspects of human resources and human capital management and administration for all bureaus of the Department of Commerce (DOC), covering nearly 52,000 employees located in all 50 states, every U.S. territory, and more than 86 countries. Concurrently, Jessica is an Adjunct Associate Professor for the University of Maryland, Global Campus, where she teaches undergraduate courses in Human Resources and Business.



- **Welcome Jeffery Anoka, the new Deputy CHCO for the U.S. Agency for International Development.** Jeffery provides authoritative advice and guidance to the Chief Human Capital Office and all USAID Bureaus and Independent Offices on a full range of human resources (HR) functional areas. His primary focus areas include human capital strategy, external outreach, staff acquisition, executive HR operation, employee and labor relations, employee development and retention programs, workforce planning, and staff care services.

#### OPM Moves

- **Ted Kaouk to join OPM in late October:** Ted Kaouk will become chief data officer at the Office of Personnel Management in late October. Kaouk will join OPM after serving three years as chief data officer at USDA.
- **Krista Boyd tapped for OPM Inspector General:** Krista Boyd has worked as an attorney in Congress for over two decades focused on issues related to oversight of government. She currently serves as Chief Counsel for Oversight and Policy for the House Committee on Oversight and Reform. Ms. Boyd's work focuses on issues related to government spending, transparency, and accountability. She has led numerous investigations focused on rooting out waste, fraud, and abuse of government resources, including a bipartisan investigation that led a government contractor to repay the Pentagon over \$16 million.

#### Recent Guidance and Memos

- **Military spouse regulations** were posted for public inspection today and will be posted in the federal register tomorrow. This regulation expands eligibility to all spouses of members of the armed forces on active duty and all spouses of 100% disabled or deceased members of the armed forces. It is no longer limited to spouses relocating with a military member, it eliminates geographic restrictions on eligible spouses, and there are no limits on the number of appointments for spouses of a member of the armed forces on active duty. The regulation also asks agencies 'to the greatest extent possible' to say in their Job Opportunity Announcements they will consider Military Spouse eligible candidates in addition to any other hiring authorities.
- On September 16, the **Safer Federal Workforce Task Force released implementation guidance** related to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees that was signed by President Biden on September 9, 2021, as part of his Path Out of the Pandemic: COVID-19 Action Plan. The order requires agencies to implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for covered Federal employees, with exceptions only as required by law.

#### ***Key dates related to implementation of the vaccination requirement for covered Federal employees:***

- **September 22:** Agency weekly reporting of aggregate information to OMB begins
- **October 11:** First dose deadline (if employees are getting the Moderna COVID-19 vaccine)
- **October 18:** First dose deadline (if employees are getting the Pfizer-BioNTech COVID-19 vaccine)
- **November 8:** Second dose deadline (for Moderna and Pfizer-BioNTech)
- **November 8:** First (only) dose deadline (if employees are getting the Johnson and Johnson (J&J)/Janssen COVID-19 vaccine)
- **November 22:** Covered Federal employees must be fully vaccinated
- **By start date:** New employees need to be fully vaccinated by their start date or November 22, whichever is later (agency heads may approve exceptions to up to 60 days after start date for urgent, mission critical hiring needs)

#### **Vaccination Requirement Office Hours**

- Thursday, September 23: **Enforcement**
- Friday, September 24: **Reasonable Accommodations with DOJ and EEOC**  
\*Invitations are being sent from the Safer Federal Workforce Task Force to the agency PMC staff-level points of contact and the PMC Working Group on Reentry and the Future of Work, but CHCOs or their designee are welcome to attend.

#### **USAJOBS 25<sup>th</sup> Anniversary (see attached document)**

- This month marks the 25<sup>th</sup> anniversary of USAJOBS and we are excited to share this momentous occasion with you. Thank you for your partnership and continued support of USAJOBS. For the past 25 years, USAJOBS has continued to evolve in partnership with our Federal agency community to support government-wide talent acquisition priorities. The attached information sheet outlines the most significant features we've implemented



based on the federal community voice and upcoming capabilities that can support your agency's recruitment, talent acquisition, and career development priorities. We also included some data that highlights our volume and reach since the beginning of fiscal year 2021.

#### **Evaluation System Assessments (ESA)**

- On October 5, 2021 from 10 am- 11 am EDT, OPM's Merit System Accountability and Compliance (MSAC), Agency Compliance and Evaluation (ACE), and Employee Services will hold a joint webcast on the upcoming Evaluation System Assessments (ESAs), which will be conducted at CHCO agencies in early FY 2022. MSAC ACE will lead this effort as it did in FY 2019 when the initial base line assessments were conducted. A memorandum from MSAC Associate Director Mark W. Lambert concerning the upcoming ESAs will be issued shortly as well as an invitation to the webcast. We look forward to your participation and hope to see you all on October 5<sup>th</sup>. [Click here to join the meeting.](#)
- For additional questions contact [Timothy.Heath@opm.gov](mailto:Timothy.Heath@opm.gov) or [Jason.Barke@opm.gov](mailto:Jason.Barke@opm.gov). See more attached.



#### **IN THE NEWS:**

**HIRING:** OPM temporarily drops relocation requirements for special military spouse hiring

**COVID SAFETY:** Biden Administration Details Who Is Covered By the Federal Employee Vaccine Mandate, Exemptions and Discipline

**TECH:** AFGE looks to block Cyber Command reserve program in NDAA

**BENEFITS:** Feds ask for feedback as majority of public service workers denied student loan forgiveness



#### **MARK YOUR CALENDAR:**

9/21 from 9am-11am – **September CHCO Council Meeting**

9/21 from 11am-12pm – **Future of Work WG Meeting**

9/21 from 12pm-1pm – **Smaller CHCO focus group for feedback on voting rights EO**

9/23 from 2pm-3pm – **DEIA EO Office Hours ([Zoom](#)) with DPC/OPM/OMB/EEOC**

10/6 from 1:30-2:30pm – **Post-Secondary Student Hiring Authority ([Registration](#))**



#### **JOBS OPPORTUNITIES:**

1/10/22 – [GG12-13 HR Specialist, NRC](#)



#### **REGISTRATION REMINDERS:**

**FREE NICE/OPM WEBINAR! 2021 Federal Cybersecurity Workforce Webinar Series-** [Register Here.](#)

10/26 from 1:30pm-3pm - Introducing Cybersecurity Apprenticeships in Federal Environments

1/25/22 from 1:30pm-3pm - Topic To Be Determined



Message

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**From:** Hitchens, Lynnnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 10/6/2021 12:14:47 PM  
**To:** Atkinson, Emily [Atkinson.Emily@epa.gov]  
**Subject:** FW: Vaccination requirement and attestation for on site Contractors  
**Attachments:** COVID attestation Entry memo draft 9 14 21\_mab 1.docx; EPA Facilities Guidance for OnSite Contractors and Visitors 100521.docx

Thanks,

Lynnnann

Lynnnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

---

**From:** Hitchens, Lynnnann  
**Sent:** Wednesday, October 6, 2021 7:43 AM  
**To:** McCabe, Janet <McCabe.Janet@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>  
**Subject:** Vaccination requirement and attestation for on site Contractors

Janet –

I wanted to alert you to this pending communication to EPA Contractors and my communication to agency organizations, which implements some of the Safer Federal Workforce Task Force requirements.

While we have had a lot of discussion about employee vaccination, Kimberly and her team have been working on the companion EO, which applies to government contractors. This memo puts an interim process in place, while the federal contracting community implements the necessary steps and contract modifications to require vaccination.

This interim process – requiring onsite contractors to bring vaccination attestation paperwork to the worksite – will also apply to facility visitors and on-site grantees. The Regions have been briefed, and are prepared to work with their local GSA/FPS to implement locally. Yvette Jackson will manage headquarters signage and operations and will reach out to Wes Carpenter and alert the Administrator's team of the visitor requirement.

If you have any questions or would like to discuss, we have time at our 2 pm Daily call today. We will not move forward until after 2, in case you have questions.

Thanks,

Lynnnann

Lynnnann Hitchens  
*Acting Principal Deputy Assistant Administrator*



*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*



Message

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**From:** Hitchens, Lynnnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 10/6/2021 12:47:48 PM  
**To:** Robbins, Chris [Robbins.Chris@epa.gov]; Shaw, Betsy [Shaw.Betsy@epa.gov]  
**Subject:** vaccination attestation for on site contractors  
**Attachments:** COVID attestation Entry memo draft 9 14 21\_mab 1.docx; EPA Facilities Guidance for OnSite Contractors and Visitors 100521.docx

Chris/Betsy –

Yvette Jackson is going to be following up with your folks -- John Steenbock and (Betsy – I think she mentioned John from OAR, not sure who) --- about the attestation for on-site contractors.

Kimberly Patrick and her folks are working through the EO vaccination requirement for contractors, but those contract modifications will take time. In the interim, we are going to implement the attestation requirement for on-site contractors starting next week (see attached draft memo) -- meaning on site contractors will have to carry an attestation statement with them and unvaccinated contractors will be required to bring proof of a test (within the last 72 hours).

Kimberly and Yvette briefed the Regions on this, and I asked Yvette to reach out so your facility folks are aware of the need to implement this as soon as they can. This has been an existing requirement, however we hoped to modify our on-site requirements to avoid the attestation paperwork. Unfortunately, the contract modifications are going to take time, and there are issues still being resolved in the federal procurement community.

Yvette will be handling headquarters signage, forms and working with our FPS guards.

I just wanted to give you a heads up before this is issued– let me know if you have any questions.

Thanks,

Lynnnann

Lynnnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*



Message

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**From:** Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 10/3/2021 10:38:34 PM  
**To:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Glazier, Kelly [Glazier.Kelly@epa.gov]  
**Subject:** FW: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043  
**Attachments:** Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf

**Importance:** High

FYI

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

---

**From:** Kamen, Mara <kamen.mara@epa.gov>  
**Sent:** Sunday, October 3, 2021 12:31 PM  
**To:** Caro, Vique <Caro.Vique@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Kalikhman, Yulia <kalikhman.yulia@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Brown, Phil <Brown.Phil@epa.gov>; Caple, Cynthia <Caple.Cynthia@epa.gov>; Cheeks, Raymond <Cheeks.Raymond@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Datcher, Linda <Datcher.Linda@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jones, Rhonda <jones.rhonda@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>  
**Subject:** FW: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043  
**Importance:** High

fyi

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**From:** CHCO Council <CHCOCouncil@opm.gov>  
**Sent:** Friday, October 1, 2021 9:55 AM  
**Subject:** OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043  
**Importance:** High

Good morning,

Today OPM issued a memorandum titled, "Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043." A 508-conformant version of this memorandum is attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-applying-coronavirus-disease-2019-vaccination-requirements-new-hires-%E2%80%93-executive>



If you have any follow-up questions, please email: [employ@opm.gov](mailto:employ@opm.gov)

All the best,  
CHCO Council



Message

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**From:** Hitchens, Lynnnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 9/10/2021 2:05:13 AM  
**To:** Career\_Deputy\_Assistant\_Administrators [Career\_Deputy\_Assistant\_Administrators@epa.gov]; Career\_Deputy\_Regional\_Administrators [Career\_Deputy\_Regional\_Administrators@epa.gov]  
**CC:** Regional Mission Support Division - Directors [Regional\_Mission\_Support\_Division\_Directors@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Helm, Arron [Helm.Arron@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Daniel Coogan (Coogan.Daniel@epa.gov) [Coogan.Daniel@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Brown, Phil [Brown.Phil@epa.gov]  
**Subject:** Information on new Executive Orders

Good Evening –

I wanted to provide you with the link to the recently signed Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. The Office of Mission Support is working on a Mass Mailer for issuance from the Deputy Administrator. The implementation of EO requirements will be done in conjunction with the Safer Federal Workforce Task Force's updated guidance, which should be issued within the coming days.

Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors was also issued today. The Office of Acquisition Solutions will work with the federal procurement community on the implementation of these requirements within EPA.

More information about today's announcements can be found here: <https://www.whitehouse.gov/covidplan/>

If you have any questions, please let me know.

Thanks,

Lynnnann

Lynnnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738



Message

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**From:** Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 10/13/2021 12:03:00 PM  
**To:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Subject:** RE: Education Mass Mailer

Good morning – I hope you are doing ok – hang in there

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738

---

**From:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Sent:** Wednesday, October 13, 2021 7:54 AM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>  
**Cc:** Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: Education Mass Mailer

Good morning,

Will do.

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**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Wednesday, October 13, 2021 7:46 AM  
**To:** Jablonski, Janice <jablonski.janice@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>  
**Cc:** Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: Education Mass Mailer

Shakeba – here's a start please add for OPA's review:

During the week of October 18<sup>th</sup> we will begin collecting documentation from vaccinated employees in order to fully comply with the requirements of Executive Order 14043. During this next phase of implementation, all EPA employees will be asked to enter certain information about their vaccination doses and upload an image of a vaccine record through a portal on the Agency's ServiceNow platform. Please stay tuned for detailed instructions from the Office of Mission Support on how to access and use the new application.

There is still time for unvaccinated employees to comply with the federal employee vaccine mandate by November 22, 2021. Additional vaccine information, including assistance on locating available vaccines, can be found at <https://www.vaccines.gov/>.



Thanks,

Lynnann

Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*

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**From:** Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>

**Sent:** Wednesday, October 13, 2021 7:04 AM

**To:** Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>; Coogan, Daniel <[Coogan.Daniel@epa.gov](mailto:Coogan.Daniel@epa.gov)>

**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>

**Subject:** RE: Education Mass Mailer

Here's talking points (that was the assignment I had)

## Ex. 5 Deliberative Process (DP)

Jan Jablonski, Acting Deputy Director

Office of Resources and Business Operations

Office of Mission Support

(202) 564-9922 (o)

(202) 329-8052 (c)

Room 4358A WJC North

---

**From:** Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>

**Sent:** Tuesday, October 12, 2021 10:52 PM

**To:** Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>; Coogan, Daniel <[Coogan.Daniel@epa.gov](mailto:Coogan.Daniel@epa.gov)>

**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>

**Subject:** Education Mass Mailer

Hi,

Attached is Janet's approved message to employees.

**Ex. 5 Deliberative Process (DP)**

## Ex. 5 Deliberative Process (DP)



Jan, I believe you have the language to include in the mailer.

She would like to get this out as early as possible tomorrow.

thanks

Shakeba Carter-Jenkins  
OMS Communications Director &  
Senior Special Assistant  
Office of Mission Support, U.S. Environmental Protection Agency  
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330  
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou



Message

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**From:** Hitchens, Lynnnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 10/27/2021 12:11:09 PM  
**To:** Wells, Krysti [Wells.Krysti@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]  
**Subject:** FW: ELR Network Question  
**Attachments:** GSA AFGE Req for InterestBased Bargaining 20Sept2021.pdf; AFGE Local 236 - RA and Discipline MOU.docx; AFGE Local 236 - EPL MOU.docx

Thanks,

Lynnnann

Lynnnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

**Ex. 3 - 5 U.S.C. § 7114(b)(4)**



**Ex. 3 - 5 U.S.C. § 7114(b)(4)**



**Ex. 3 - 5 U.S.C. § 7114(b)(4)**



Message

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**From:** Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 11/3/2021 11:26:12 PM  
**To:** Bloom, David [Bloom.David@epa.gov]  
**Subject:** RE: Deadline for EPA Federal Employees to Submit Vaccination Information

You can send it to everyone –

## Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738

---

**From:** Bloom, David <Bloom.David@epa.gov>  
**Sent:** Wednesday, November 3, 2021 7:22 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: Deadline for EPA Federal Employees to Submit Vaccination Information

Lynnann,  
Just want to clarify. Do you want this sent to everyone or only those employees who did not submit documentation?

David

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Wednesday, November 3, 2021 5:52 PM  
**To:** Career\_Deputy\_Regional\_Administrators <Career\_Deputy\_Regional\_Administrators@epa.gov>; Career\_Deputy\_Assistant\_Administrators <Career\_Deputy\_Assistant\_Administrators@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>  
**Subject:** Deadline for EPA Federal Employees to Submit Vaccination Information

Good evening –  
If you would like to amplify the mass mailer from today, we are providing the following message that you can use:

Colleagues,

Today you received a mass mailer from the Acting Principal Deputy Administrator of OMS, Lynnann Hitchens. It is important that all EPA federal employees read this mass mailer closely and comply with the requirements for reporting vaccination information. EPA will begin enforcing compliance of Executive Order 14043 on November 9, 2021. In accordance with federal guidance on implementation of Executive Order 14043, the agency is required to collect vaccination documentation from all EPA federal employees. Employees who fail to initiate an accommodation request



and/or fail to confirm vaccination status pursuant to agency instructions may be subject to discipline, up to and including removal from federal service.

Those federal employees requesting an exception to the vaccination requirement because of a reasonable accommodation due to medical reasons or a sincerely held religious belief must make an email request per the email addresses in the mass mailer. We request that employees access [the secure portal](#) and choose the option indicating that you have requested an accommodation. To help employees understand the process, please review the [vaccination requirement timeline](#) and [EPA Medical and Religious Accommodation Process](#).

If you have any questions, please contact the [EPA COVID-19 Coordination Team](#).



Message

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**From:** Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 11/3/2021 11:38:20 PM  
**To:** OMS-All [OMS-All@epa.gov]  
**CC:** Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Helm, Arron [Helm.Arron@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Subject:** FW: Today: Deadline for EPA Federal Employees to Submit Vaccination Information

Good Evening OMS Federal Employees –

Today you should have received this mass mailer, reminding you about the deadline to submit your vaccination information. It is important that all EPA federal employees read this mass mailer closely and comply with the requirements for reporting vaccination information. EPA will begin enforcing compliance of [Executive Order 14043](#) on November 9, 2021. In accordance with federal guidance on implementation of Executive Order 14043, the agency is required to collect vaccination documentation from all EPA federal employees. Employees who fail to initiate an accommodation request and/or fail to confirm vaccination status pursuant to agency instructions may be subject to discipline, up to and including removal from federal service.

Those federal employees requesting an exception to the vaccination requirement because of a reasonable accommodation due to medical reasons or a sincerely held religious belief must make an email request per the email addresses in the mass mailer. We request that employees access [the secure portal](#) and choose the option indicating that you have requested an accommodation. To help employees understand the process, please review the [vaccination requirement timeline](#) and [EPA Medical and Religious Accommodation Process](#).

If you have any questions, please contact the [EPA COVID-19 Coordination Team](#).

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
US EPA  
P: 202-564-3184  
M: 202-617-0738

---

**From:** MassMailer <massmailer@epa.gov>  
**Sent:** Wednesday, November 3, 2021 3:45 PM  
**To:** MassMailer <massmailer@epa.gov>  
**Subject:** Today: Deadline for EPA Federal Employees to Submit Vaccination Information





Colleagues,

Thank you for your responsiveness to my [mass mailer](#) on the implementation of [Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#). Today is the last day for EPA employees to submit vaccination information and documentation. To date, we've had more than 81% of EPA employees enter their vaccination information.

In accordance with [federal guidance](#) on implementation of Executive Order 14043, the agency is required to collect vaccination documentation from all EPA **federal** employees. To comply with this requirement, all federal employees must log into the [EPA Vaccination Attestation secure portal](#), enter information on their vaccination status, and upload proof of vaccination. This requirement must be completed **no later than Wednesday, November 3**.

### **Reporting Vaccination Information**

Before logging into the portal, review the [Report Vaccination Status intranet page](#). The page has quick reference guides for taking a photo of your vaccination documentation using your [EPA laptop](#) or [EPA-issued mobile device](#), as well as a [detailed walkthrough for uploading your vaccination information to the secure portal](#). The resources include how to:

1. Log on to the secure portal.
2. Know that your vaccination documentation is attached correctly before clicking submit.
3. Know if your submission was received.

**Please do not submit your vaccination documentation anywhere other than the [EPA Vaccination Attestation secure portal](#).**

### **Medical and Religious Accommodation Process**

There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical reasons or a sincerely held religious belief. Employees requesting an accommodation must access [the portal](#) and choose the option indicating that you have requested an accommodation. **The portal is not the procedure to formally request a medical or religious accommodation.**

To formally request a medical or religious accommodation, please send your request to [DisabilityAccommodations@epa.gov](mailto:DisabilityAccommodations@epa.gov) for an accommodation due to medical reasons or to [ReligiousAccommodations@epa.gov](mailto:ReligiousAccommodations@epa.gov) for a religious accommodation. Employees will receive further instructions from the agency team on next steps regarding their specific accommodation request. Vaccination timelines and compliance requirements will be paused for all employees during the adjudication of their accommodation request.

For more information on the accommodations process, please review the [EPA Medical and Religious Accommodation Process](#).

### **Vaccination Deadline**

The deadline to become fully vaccinated is November 22, 2021. The vaccination requirement applies to all federal employees, [including those on maximum telework or working remotely](#).

EPA will begin enforcing compliance of [Executive Order 14043](#) on November 9, 2021. Employees who fail to initiate an accommodation request and/or fail to confirm vaccination status pursuant to agency instructions [may be subject to discipline](#), up to and including removal from federal service.



### **Additional Reminders and Resources**

- The safety of our employees is the top priority for the agency. Being vaccinated protects you and the people around you. All available COVID-19 vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19, including from the Delta variant. If you need to find a COVID-19 vaccine near you, use [vaccines.gov](https://www.vaccines.gov) or text your ZIP code to 438829.
- The Office of Research and Development and the Office of Mission Support developed [important educational resources](#) to help employees understand the mandatory vaccination requirement timeline and EPA's vaccine documentation collection. Please check these educational resources designed to help employees understand the mandatory [vaccination requirement timeline](#), vaccine documentation collection, and to build vaccine confidence amongst those that are hesitant to get vaccinated.

We will keep you advised of any updates or changes to safety protocols, and if you have any questions, please contact the [EPA COVID-19 Coordination Team](#).

Be Well and Stay Safe,

Lynnann Hitchens  
Acting Principal Deputy Assistant Administrator



Message

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**From:** Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 12/1/2021 7:03:03 PM  
**To:** McCabe, Janet [McCabe.Janet@epa.gov]  
**CC:** Monger, Jon [Monger.Jon@epa.gov]; Hamilton, Lindsay [Hamilton.Lindsay@epa.gov]  
**Subject:** FW: Brief Desk Statement

Janet – alerting you to this recent development. Kimberly does not have a lot of information yet, but we will keep you posted.

A federal judge in Kentucky issued a preliminary injunction effectively blocking implementation of President Joe Biden's COVID-19 vaccine mandate for federal government contractors and subcontractors on Tuesday. U.S. District Judge Gregory F. Van Tatenhove, who serves the Eastern District of Kentucky, issued the opinion and order Tuesday afternoon. It came in response to a challenge from Kentucky Attorney General Daniel Cameron, who joined many other state attorneys general in challenging the mandate. The scope of the injunction applies to Kentucky, Ohio and Tennessee, per the order.

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

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**From:** Hitchens, Lynnann  
**Sent:** Wednesday, December 1, 2021 1:54 PM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Helm, Arron (Helm.Arron@epa.gov) <Helm.Arron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Scott, Raoul <Scott.Raoul@epa.gov>  
**Subject:** FW: Brief Desk Statement

Nancy – Please see the brief desk statement, in case OPA receives press inquiries regarding the preliminary injunction. The folks cc:ed on this email are available as needed.

Thanks,

Lynnann

Lynnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*

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**From:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Sent:** Wednesday, December 1, 2021 1:49 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Legare, Pamela



<[Legare.Pamela@epa.gov](mailto:Legare.Pamela@epa.gov)>; Scott, Raoul <[Scott.Raoul@epa.gov](mailto:Scott.Raoul@epa.gov)>

**Subject:** Brief Desk Statement

On November 30, 2021, the U.S. District Court for the Eastern District of Kentucky issued a [preliminary injunction](#) halting implementation of Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors” in Kentucky, Tennessee, and Ohio.

This injunction applies to contracts performed in whole, or in part, in Kentucky, Tennessee, or Ohio. The Office of Management and Budget will issue guidance to federal agencies on compliance with the preliminary injunction. EPA will implement this guidance, as required.

POCs: Kimberly Patrick  
Pamela Legare  
Raoul Scott

***Kimberly Y. Patrick,***  
***Senior Procurement Executive and Director***

EPA Office of Acquisition Solutions  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004  
Phone: (202) 564-4310  
Cell: (202) 816-1928  
Fax: (202) 565-2475  
Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)

***OAS...Advancing EPA's Mission Through Acquisitions!***



Message

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**From:** Hitchens, Lynnnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 1/25/2022 5:01:42 PM  
**To:** Packard, Elise [Packard.Elise@epa.gov]; Downs, Caitlin [Downs.Caitlin@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]; Schreyer, Andrew [Schreyer.Andrew@epa.gov]  
**CC:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]  
**Subject:** Task Force Meeting today  
**Attachments:** Interagency Meeting on Nationwide Injunction on Vaccination Requirement (EO 14043)

Folks - -please see attached meeting -- this popped up on my calendar today. Please feel free to listen in, if you are available. I'll report out on this call at today's COVID Coordination meeting.

Thanks,

Lynnnann

Lynnnann Hitchens  
*Acting Principal Deputy Assistant Administrator*  
*Office of Mission Support*  
*US EPA*  
*P: 202-564-3184*  
*M: 202-617-0738*



## Appointment

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**From:** Legare, Pamela [Legare.Pamela@epa.gov]  
**Sent:** 12/2/2021 7:08:37 PM  
**To:** Legare, Pamela [Legare.Pamela@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Scott, Raoul [Scott.Raoul@epa.gov]; Blanding, Donna [Blanding.Donna@epa.gov]  
**CC:** Brown, Dawn [Brown.Dawn@epa.gov]; Brown, Rayna [brown.rayna@epa.gov]; Burnett-Bakr, Robbin [Burnett-Bakr.Robbin@epa.gov]; Hunt, James [Hunt.James@epa.gov]; Adams, DanielD [Adams.DanielD@epa.gov]; Celone, Peter [Celone.Peter@epa.gov]; Chang, Daniel [chang.daniel@epa.gov]; Simbanin, Cynthia [Simbanin.Cynthia@epa.gov]; Mendes, Jeanette [Mendes.Jeanette@epa.gov]; Waits, Abby [Waits.Abby@epa.gov]; Baldwin, Lamont [Baldwin.Lamont@epa.gov]; Canfield, Tim [Canfield.Tim@epa.gov]; Stewart, Jannette [Stewart.Jannette@epa.gov]; Ruddick, Randall [ruddick.randall@epa.gov]; Fenderson, Holly [Fenderson.holly@epa.gov]; Karapondo, Michella [Karapondo.Michella@epa.gov]; Wyberg, Wesley [Wyberg.Wesley@epa.gov]; Romero, David [Romero.David@epa.gov]; Gillikin, Pamela [Gillikin.Pamela@epa.gov]; Selvakumar, Ariamalar [Selvakumar.Ariamalar@epa.gov]; Young, Daniel [Young.Daniel@epa.gov]; Brookes, Allen [Brookes.Allen@epa.gov]; Maynard, Vicki [Maynard.Vicki@epa.gov]; Myers, Christopher [myers.christopher@epa.gov]; Dufficy, Craig [Dufficy.Craig@epa.gov]; Horton, Rachel [Horton.Rachel@epa.gov]; Wilson, Robert [Wilson.Robert@epa.gov]; Lopez-Carbo, Maria [Lopez-Carbo.Maria@epa.gov]; Haas, Craig [Haas.Craig@epa.gov]; Barrett, William [Barrett.William@epa.gov]; Howard, MarkW [Howard.MarkW@epa.gov]; Scott, Jeanne [Scott.Jeanne@epa.gov]; Watson, Shaundrelle [watson.shaundrelle@epa.gov]; Namboodiri, Vasudevan [Namboodiri.Vasudevan@epa.gov]; Clark, Jackie [Clark.Jackie@epa.gov]; Johnson, Dora Ann [Johnson.Dora@epa.gov]; Haugabook, Carolyn [Haugabook.Carolyn@epa.gov]; Russell, Debra [russell.debra@epa.gov]; Denton, Harry [denton.harry@epa.gov]; George, Elizabeth [george.elizabeth@epa.gov]; Riego, Dustin [Riego.Dustin@epa.gov]; Taft, Sarah [Taft.Sarah@epa.gov]; Vermeulen, Luke [vermeulen.luke@epa.gov]; Blume, Louis [Blume.Louis@epa.gov]; Ibarra, Aaron [Ibarra.Aaron@epa.gov]; Gunthrope, Tyrone [Gunthrope.Tyrone@epa.gov]; Jefferson, Matthew [jefferson.matthew@epa.gov]; Biggs, Kirby [Biggs.Kirby@epa.gov]; Pachon, Carlos [Pachon.Carlos@epa.gov]; Charris, Barbara [Charris.Barbara@epa.gov]; Adam, Michael [Adam.Michael@epa.gov]; Mach, Michael [Mach.Michael@epa.gov]; Dedjinou, Pascal [Dedjinou.Pascal@epa.gov]; Miles, James [miles.james@epa.gov]; Southerland, John [Southerland.John@epa.gov]; Hullaby, Carmen [Hullaby.Carmen@epa.gov]; Hadley, Angela [Hadley.Angela@epa.gov]; Adkins, Norman [adkins.norman@epa.gov]; Dougherty, Margaret [Dougherty.Margaret@epa.gov]; Senthil, Velu [Senthil.Velu@epa.gov]; Walker, Dana M. 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**Subject:** Session 1: Preliminary Injunction halting implementation of Executive Order 14042 – "Ensuring Adequate COVID Safety Protocols for Federal Contractors in Kentucky, Tennessee, and Ohio"

**Attachments:** ATT85546

**Location:** Microsoft Teams Meeting



**Start:** 12/7/2021 3:00:00 PM  
**End:** 12/7/2021 3:30:00 PM  
**Show Time As:** Busy

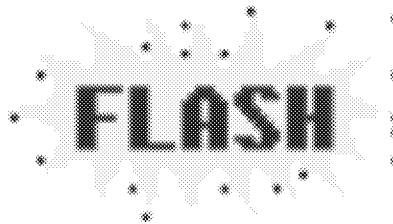
**Required Attendees:** Legare, Pamela; Patrick, Kimberly; Scott, Raoul; Blanding, Donna  
**Optional Attendees:** (unknown property type)

We are offering multiple sessions. To ensure all CORS can participate, **please attend either session 1 or session 2 only.**

Colleagues,

The purpose of this session is to share with you EPA's process to comply with the preliminary injunction halting implementation of Executive Order 14042 as outlined in the below OAS Policy Flash Notice.

## Office of Acquisition Solutions



### Ensuring Adequate COVID-19 Safety Protocols for Federal Contracts

#### Partial Suspension of Update-1 issued November 9, 2021

On November 30, 2021, the U.S. District Court for the Eastern District of Kentucky issued a preliminary injunction halting implementation of Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors” in Kentucky, Tennessee, and Ohio.

This injunction applies to contracts performed in whole, or in part, in Kentucky, Tennessee, or Ohio. The Office of Management and Budget has issued guidance to federal agencies on compliance with the preliminary injunction. This Flash Notice provides the OMB guidance and EPA-specific instructions for consistent implementation, as follows:



## **OMB Guidance**

### **I. For existing contracts and contract-like instruments (hereinafter “contracts”), including extensions and renewals, that are performed at least in part in Kentucky, Ohio, and/or Tennessee:**

If the contract includes a clause requiring compliance with guidance issued by the Safer Federal Workforce Task Force (“Task Force guidance”), the administering agency must take no action to enforce that clause and should inform the contractor that the clause will not be enforced absent further notice from the agency.

If the contract or order does not include a clause requiring compliance with Task Force guidance, the administering agency must refrain from attempting to insert such a clause into the document. The agency should not ask that the contractor voluntarily agree to the insertion of such a clause.

### **II. For existing solicitations for services that may be performed at least in part in Kentucky, Ohio, and/or Tennessee:**

If the solicitation includes a provision that would require compliance with Task Force guidance, the issuing agency shall issue a solicitation amendment either removing that provision or providing that the provision would not be enforced in contracts subject to the court order. The agency should comply with all applicable legal requirements for full and open competition.

If the solicitation contains no clause requiring compliance with Task Force guidance, the agency shall not seek to add one, unless it provides that the provision would not be enforced in contracts subject to the court order.

### **III. For future solicitations, contracts, and orders that may be performed at least in part in Kentucky, Ohio, and/or Tennessee:**

Absent further direction from OMB, agencies shall not include a clause requiring compliance with Task Force guidance in new solicitations, contracts, or orders, including extensions or renewals, that may be performed at least in part in Kentucky, Ohio, and/or Tennessee, unless the clause provides that it would not be enforced in contracts or orders subject to the court order. In some cases, agencies may be unable to determine in advance whether work under a given solicitation will be performed in any of those states. In those cases, the solicitation must not include a clause requiring compliance with Task Force guidance, unless the clause provides that it would not be enforced in contracts or orders subject to the court order.

### **IV. For existing and future contracts and orders, including extensions and renewals, that are known to be performed entirely outside of Kentucky, Ohio, and/or Tennessee:**

No change in approach is required. The court order applies only to contracts that are performed at least in part in Kentucky, Ohio, or Tennessee. If contracting officers or other cognizant agency personnel are unsure whether performance on a given contract takes place at least in part in one of those three states, they should immediately request that information from the contractor. If still in doubt, they should treat the contract as if it is being performed at least in part in Kentucky, Ohio, and/or Tennessee, and follow the guidance above.

**\*\*\*Agencies must adhere to this guidance to ensure that the Government meets its legal obligations.**

## **EPA-Specific Guidance**



**Below is EPA-specific instruction to assist Contracting Officers in communication with contractors/vendors that may be affected by the preliminary injunction. Please follow these instructions without deviation.**

- a) Communication with Contractors to determine if place of support or performance is within Kentucky, Ohio, or Tennessee:

In some circumstances it may be necessary to contact existing contractors to determine if contractor performance, in whole or in part, is performed within the states of Ohio, Kentucky, or Tennessee. If this is necessary, authorized 1102 personnel shall communicate with the contractor's authorized representative as follows:

*"Please confirm if contract support or performance, under the terms and conditions of the EPA contract, are performed in whole or in part within the states of Kentucky, Ohio, or Tennessee. Performance includes contract/subcontract employees performing telework duties within the identified states."*

- b) Communication to EPA contractors from the EPA Contracting Officer if the contractor confirms that support or performance of work is within Kentucky, Ohio, or Tennessee, AND the contract contains FAR clause 52.223-99:

If the contractor confirms support or performance of work is within Kentucky, Ohio, or Tennessee, the EPA Contracting Officer shall take the following steps AND communicate with the contractor as follows:

- Verify if the contract contains the deviated FAR clause 52.223-99.
- If yes, the Contracting Officer shall communicate, in writing via email, with the contractor as follows:

*"Clause 52.223-99 will not be enforced at this time and a contract modification is not necessary. Additional information or instructions will be provided if necessary"*

- The CO shall include documentation of the notification of non-enforcement of the referenced clause in the official contract file as supporting document in EAS.

- c) Issued Solicitations that contain the FAR deviated clause 52.223-99 shall be amended as follows:

*"Clause 52.223-99 will not be enforced in any resultant contract that is performed at least in part in Kentucky, Ohio, or Tennessee at this time."*

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## Microsoft Teams meeting

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## Ex. 6 Personal Privacy (PP)

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**From:** **Ex. 6 Personal Privacy (PP)**  
**Sent:** 3/1/2022 3:14:31 AM  
**To:** SaferFederalWorkforce@gsa.gov  
**Subject:** [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

Good evening, PMC Working Group on Reentry and the Future of Work:

On February 25, the Centers for Disease Control and Prevention (CDC) released updated guidance for when people should wear masks and implement other prevention measures, including screening testing, depending on the level of COVID-19 in their community. Pursuant to Executive Order 13991, Federal agencies follow CDC guidelines for mask-wearing and other public health measures.

Today, the Safer Federal Workforce Task Force (Task Force) issued initial implementation guidance on COVID-19 Community Levels. Related Task Force Frequently Asked Questions (FAQs) have been updated on SaferFederalWorkforce.gov. The guidance for Federal agencies addresses mask-wearing and screening testing requirements based on the COVID-19 Community Level in the county in which a Federal facility is located.

Agencies are expected to implement the protocols related to mask-wearing and screening testing set forth in this initial implementation guidance as soon as operationally feasible and no later than Friday, March 4, 2022.

The Task Force will soon issue further guidance addressing the intersection of COVID-19 Community Levels with other workplace safety protocols for Federal agencies, including through updated Agency Model Safety Principles and FAQs to support agencies in updating their COVID-19 Workplace Safety Plans. At this time, agencies should follow existing Task Force guidance with respect to other COVID-19 workplace protocols.

As a reminder, where a locality imposes more protective pandemic-related safety requirements, those requirements should be followed in Federal facilities within that locality.

Thank you for your continued partnership in protecting the health and safety of the Federal workforce and those we serve.



Message

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**From:** Osinski, Michael [Osinski.Michael@epa.gov]  
**Sent:** 9/17/2021 7:09:25 PM  
**To:** Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Binder, Bruce [Binder.Bruce@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]  
**Subject:** RE: OGD Concerns for Implementation of EO 14042

Thank you Kimberly and Happy Friday! We appreciate the heads up. Sending our names forward is fine and will bring in others from OGD as needed.

Mike

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**From:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Sent:** Friday, September 17, 2021 3:05 PM  
**To:** Osinski, Michael <Osinski.Michael@epa.gov>; Binder, Bruce <Binder.Bruce@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>  
**Subject:** OGD Concerns for Implementation of EO 14042

Good Afternoon Mike,

Congratulations!!! You are now being brought into the discussion about the implementation of Executive Order 14042!. In today's OMB meeting about the EO on vaccinations for contractors, the topic of "contract like instruments" came up. In that discussion, another agency raised cooperative agreements...which do fall within the definition of "contract like instruments". Lynnann asked that I bring you into the conversation.

OMB asked if there were other agencies that had concerns about cooperative agreements so they can form a mini workgroup to hash though the implementation concerns. I identified EPA as an agency that would need to be a part of those discussions. I am going to send your and Bruce's names forward to participate on the group, if that's ok with you.

I also raised concerns about IAs, and the fact that if EPA modifies its existing contracts (and it's HIGHLY likely that we will), we would ask our servicing agencies under IA to do the same. This issue also impacts OGD.

I will also forward the invitation for the standing Friday OMB meeting to you as well.

*Kimberly Y. Patrick,*  
*Senior Procurement Executive and Director*  
EPA Office of Acquisition Solutions  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004  
Phone: (202) 564-4310  
Cell: (202) 816-1928  
Fax: (202) 565-2475  
Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)

*OAS...Advancing EPA's Mission Through Acquisitions!*



Message

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**From:** Cascio, Wayne [Cascio.Wayne@epa.gov]  
**Sent:** 9/20/2021 11:47:18 AM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Subject:** Re: Questions from employees on vaccination

Lynnann - Perfect! Thanks for sending. Looking forward to the response. Wayne

Sent from my iPhone

On Sep 20, 2021, at 7:32 AM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

We wanted to send forward a number of questions we received from employees for consideration of the Task Force:

Question: I am actively enrolled in a clinical trial with the Department of Defense that is developing a vaccine related to COVID19 and other coronavirus linked diseases. I understand that the executive order mandates vaccination to COVID19 for federal employees and contractors. As you are well aware, volunteers participating in clinical trials to develop novel vaccination approaches are critical. Unfortunately receiving an additional vaccination during the clinical trial would cause participants to be removed from the study and negatively impact the potential vaccine under development. I would like to ask that the policy implementing this EO considers this population. Federal employees or contractors who are volunteering to aid in the development of scientific solutions and clinical trials needed to overcome this (SARS-Cov2) and future threats should have an ability to continue to do so without risk of disciplinary actions.

If you'd like more details on the clinical trial I am participating in please see the Army press release. - <https://www.wrair.army.mil/node/636>

Question: I am wondering what I should mark down as my vaccination status. I received both shots of the Pfizer Vaccine in April 2021. However, my doctor had my antibody level checked and I do not have the antibodies and was told that I am "unvaccinated." I understand the definition for the attestation would have been mark "vaccinated" but I am medically "unvaccinated" and was told to act as though I never received the vaccine.

Question: I had COVID (positive test) in January then got the Moderna vaccine – I was fairly sick. The literature demonstrates that COVID+ plus a single dose of MRNA vaccine provides as much protection or more (antibody-wise) as two doses in a non-COVID person. Is there any consideration given to COVID+ plus single vaccine dose being considered vaccinated?

Thanks,

Lynnann



Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator*

*Office of Mission Support*

*US EPA*

*P: 202-564-3184*

*M: 202-617-0738*



# MASKS REQUIRED



U.S. General Services Administration



# SE REQUIERE MASCARILLA



U.S. General Services Administration



# **MASKS REQUIRED**

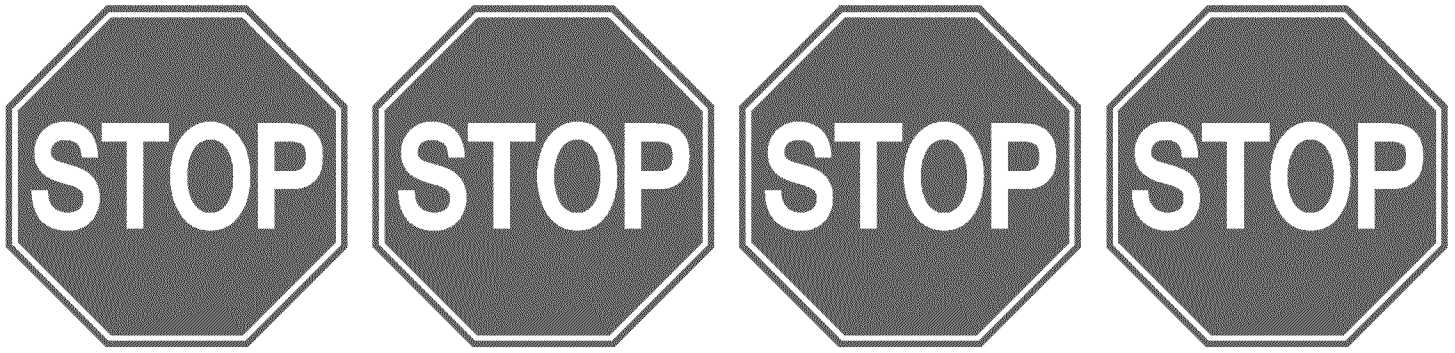


# **SE REQUIERE MASCARILLA**



U.S. General Services Administration





## NEW Facility Access Requirements and Restrictions

In accordance with Executive Order 13991, Office of Management and Budget Memorandum M-21-15, and guidance from the Safer Federal Workforce Task Force, the following conditions and requirements must be met for entry into this facility:

### FEDERAL EMPLOYEES

1. While in the facility, follow updated agency workplace safety plans and protocols.
2. Any requests for a medical or religious accommodation from agency safety protocols should be directed to your agency.

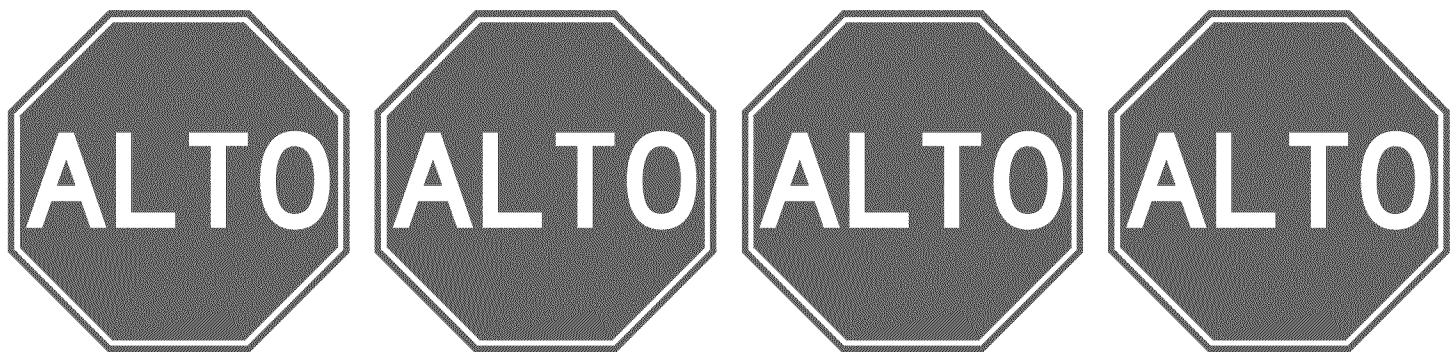
### FEDERAL CONTRACTORS

1. Ensure you have completed and possess the agency provided Certification of Vaccination form **and present the completed form to the Security Officer** when going through facility security screening.
2. If you are not fully vaccinated, have in your possession documentation of a negative COVID-19 test result from within the last 3 days to show your agency.
3. While in the facility, follow updated agency workplace safety plans and protocols.
4. Any requests for a medical or religious accommodation from agency safety protocols should be directed to your employer.

### VISITORS (those who do not possess a valid Federal Government Personal Identity Verification (PIV) Card)

1. If visiting this facility to seek a public service or benefit, you are NOT required to provide information about your vaccination status or negative COVID-19 test results; however, you MUST abide by masking and physical distancing requirements.
2. If visiting this facility for any other purpose, **you must have completed and possess the government provided Certification of Vaccination form and present the completed form to the Security Officer** when going through facility security screening.
3. If you are not fully vaccinated, you must have in your possession documentation of a negative COVID-19 test result from within the last 3 days to show the agency you are visiting.
4. While in the facility, follow the agency's updated workplace safety plans and protocols that you are visiting.
5. Any requests for a medical or religious accommodation from agency safety protocols should be directed to the agency you are visiting.





## NUEVOS requisitos y restricciones de acceso a las instalaciones

De acuerdo con la Orden Ejecutiva 13991, Memorando de la Oficina de Administración y Presupuesto M-21-15, y la guía del Grupo de Trabajo de la Fuerza Laboral Federal Más Segura, se deben cumplir las siguientes condiciones y requisitos para ingresar a esta instalación:

### EMPLEADOS FEDERALES

1. Mientras esté en la instalación, siga los planes y protocolos actualizados de seguridad en el lugar de trabajo de la agencia.
2. Cualquier solicitud de acomodo por razones médicas o religiosas de los protocolos de seguridad de la agencia debe dirigirse a la misma.

### CONTRATISTAS FEDERALES

1. Asegúrese de haber completado y poseer el formulario de Certificación de Vacunación provisto por la agencia **y presentar el mismo al Oficial de Seguridad** al pasar por el control de acceso de la instalación.
2. Si no está completamente vacunado, tenga en su poder la documentación de un resultado negativo de la prueba COVID-19 de los últimos 3 días para mostrar a su agencia.
3. Mientras esté en la instalación, siga los planes y protocolos actualizados de seguridad en el lugar de trabajo de la agencia.
4. Cualquier solicitud de acomodo por razones médicas o religiosas de los protocolos de seguridad de la agencia debe dirigirse a su empleador.

### VISITANTES (aquellos que no poseen una tarjeta válida de verificación de identidad personal del gobierno federal)

1. Si visita esta instalación para buscar un servicio o beneficio público, NO está obligado a proporcionar información sobre su estado de vacunación o resultados negativos de la prueba COVID-19; sin embargo, DEBE cumplir con los requisitos de la utilización de la mascarilla y distanciamiento físico.
2. Si visita esta instalación por cualquier otro propósito, **debe haber completado y poseer el formulario de Certificación de Vacunación proporcionado por el gobierno y presentar el mismo al Oficial de Seguridad** al pasar por el control de acceso de la instalación.
3. Si no está completamente vacunado, debe tener en su poder la documentación de un resultado negativo de la prueba COVID-19 de los últimos 3 días para mostrar a la agencia que está visitando.
4. Mientras esté en la instalación, siga los planes y protocolos actualizados de seguridad en el lugar de trabajo de la agencia que está visitando.
5. Cualquier solicitud de acomodo por razones médicas o religiosas de los protocolos de seguridad de la agencia debe dirigirse a la agencia que está visitando.